

行政院及所屬機關軍公教人員因公出國搭乘本國籍航空班機作業規定

**Operational Regulations for Personnel of Executive Yuan and Its Subordinate Agencies
Boarding Flights on Taiwan Airlines for Overseas Travel**

交通部 88.3.30 交航八十八字第○一九八二五號函

Updated per MOTC official letter No.019825 issued on March 30, 1999

一、本院及所屬機關因公派員出國、返國或在國外出差，在本國籍航空公司班機到達地點，應一律搭乘本國籍航空班機。但有下列情形之一者，得由本人填具因公出國人員搭乘外國籍航空公司班機申請書（如附表），經機關首長核定後，改搭乘外國籍航空公司班機：

- （一）出國、返國或轉機當日，本國籍航空公司班機客位已售滿。
- （二）出國、返國或轉機當日，無本國籍航空公司班機飛航。
- （三）搭本國籍航空公司班機再轉機，其轉機等待時間超過四小時。
- （四）本國籍航空公司班機無法銜接轉運。
- （五）其他特殊情況。

1. All personnel of the Executive Yuan and its subordinate agencies officially assigned to travel overseas to a destination within the reach of the flights on Taiwan airlines, should board flights on Taiwan airlines for the purpose of departure, return to Taiwan, or transfer. However, applicants are allowed to take flights on foreign airlines (application form attached), which shall be approved by agency heads, under special conditions below:

- (1) All flights on Taiwan airlines are fully booked on the day of departure, return to Taiwan, or transfer to other flights.
- (2) No flights on Taiwan airlines are scheduled for the day of departure, return to Taiwan, or transfer to other flights.
- (3) If the applicant takes a flight on Taiwan airlines, a transfer flight exceeds four hours.
- (4) Flights on Taiwan airlines do not provide flight connection service.
- (5) Others.

二、不依前點規定辦理者，其購買機票之價款，不予核銷。

2. Payments for flight tickets made by those who fail to process an application in accordance with the preceding rule shall not be reimbursed.

三、經政府補助旅費之人民或團體，準用前二點規定辦理。

3. The preceding two rules shall be applicable to citizens or civic groups receiving government subsidies for travel expenses.

四、前點人民或團體之旅費，由政府及有關外國政府共同補助時，其購票事宜，由雙方主辦單位協商決定。

4. In the case of citizens or civic groups subsidized jointly by our government and a foreign government for travel expenses, payments for flight tickets shall be administered in accordance with the agreement of both parties.

附表 Attached Form

(全 銜)因公出國人員搭乘外國籍航空公司班機申請書
(Name of Agency) Application for Boarding Flights on Foreign Airlines

本人確因下列原因須改搭外國籍航空公司班機（請於□內打✓）：

I have to board flights on foreign airlines for the following reasons (as indicated with a check mark in the box):

☐ 出國、返國或轉機當日，本國籍航空公司班機客位已售滿。

All flights on Taiwan airlines are fully booked on the day of departure, return to Taiwan, or transfer to other flights.

☐ 出國、返國或轉機當日，無本國籍航空公司班機飛航。

No flights on Taiwan airlines are scheduled for the day of departure, return to Taiwan, or transfer to other flights.

☐ 搭本國籍航空公司班機再轉機，其轉機等待時間超過四小時。

If I take a flight on Taiwan airlines, a transfer flight exceeds four hours.

☐ 本國籍航空公司班機無法銜接轉運。

Flights on Taiwan airlines do not provide flight connection service.

☐ 其他特殊情況。（說明： ）

Other reasons (specified as follows:)

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|---------------------|--|-------------------------------------|--|------------------|----------------|--|
| 機關首長 Agency Head | | 單位主管 Unit Chief Administrator | | 申請人 Applicant | 職職 Position | |
| | | | | | 姓名 Name | |