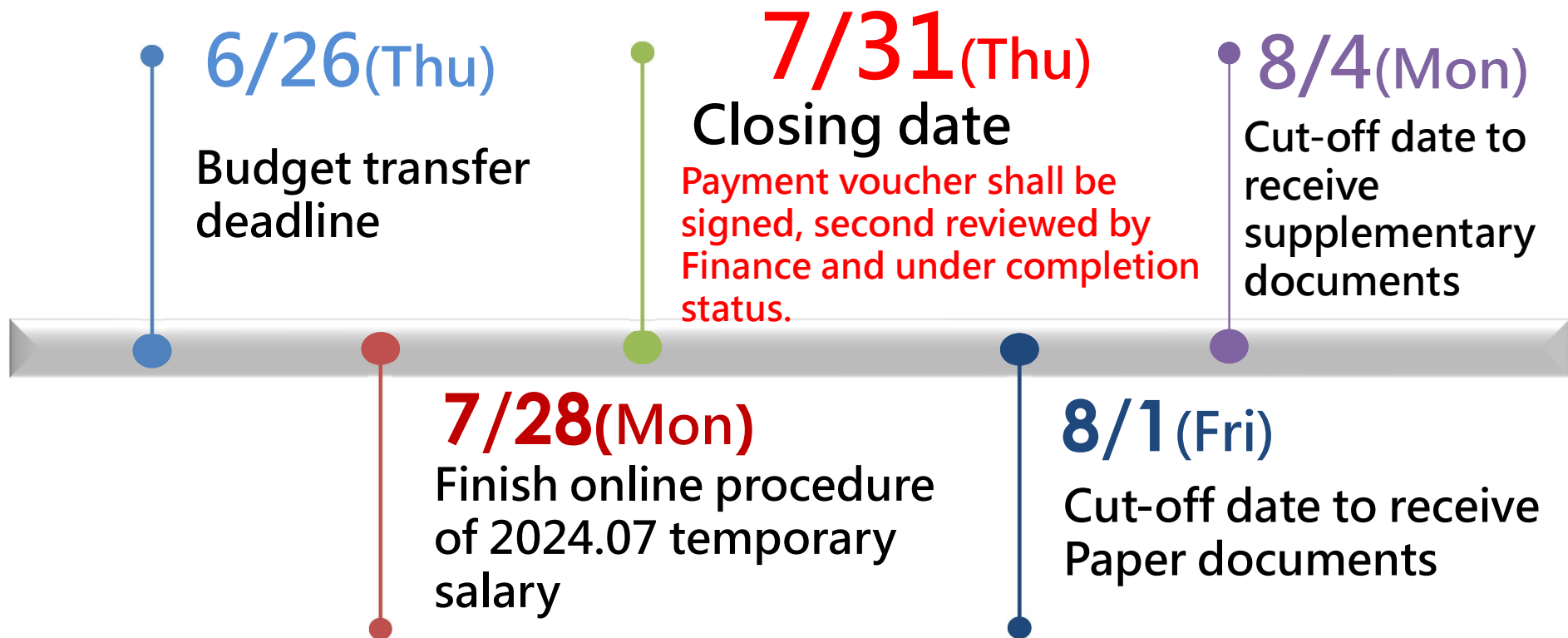


113學年度決算作業期限



1. 7月31日前取得之支出憑證，須完備請採購相關程序，送交財務複審。
2. 7月31日結案計畫未及取得原始憑證紙本者，請以電子檔至系統完成財務初審。
3. **人事費、水電及電話費、公關品及郵資**之預算流用，請洽**財務處協助另案辦理**。
4. 經費欲保留至下一年度使用，請上研究計畫經費管理系統，填寫變更申請。

2024 Academic Year-End Accounting Close Deadlines



1. Vouchers dated on or before 7/31 must complete procurement procedure and under second review of finance department .
2. Budget used but not reimburse yet, please noted to claim reimbursement online.
3. For budget transfer of **personnel expenses**, **utilities**, **telephone fee**, **public relations products** and **postage**, please contact the finance department.
4. Budget needed to transfer to next academic year, please apply online to the address:
<http://tmueip-web.tmu.edu.tw/rpa.web/pages/welcome.jsf>.