

SVD China Province Travel Application form: (revised December 10, 2014)

聖言會中華省出國申請書 Society of the Divine Word China Province, Application for Travel						
姓名 Name						
區 District:	<input type="radio"/> 臺灣 Taiwan		<input type="radio"/> 香港 Hong Kong		<input type="radio"/> 大陸 Mainland	
服務單位 Place of work						
日期 Date	年 yyyy	月 mm	日 dd	至 to	年 yyyy	月 mm 日 dd
事由 purpose of travel						
[若申請回國休假，請註明上次回國休假日期] [If application is for home leave, please indicate dates of last home leave:]						
日期 Date	年 yyyy	月 mm	日 dd	至 to	年 yyyy	月 mm 日 dd
目的地 destination						
費用 Travel expenses						
來源 source	<input type="radio"/> 工作單位 work unit funding <input type="radio"/> 申請聖言會 request for SVD funding <input type="radio"/> 其他 other (third party funding) _____					
大概的預算 Approximate budget						
申請人簽名 Applicant signature _____ 日期 date _____						
院長推薦 Recommendation of the local superior (When necessary, including the decision of the local council.)						
院長簽名 Local Superior Signature _____ 日期 date _____						
核准 Approval Decision of the provincial superior (When necessary, including the decision of the provincial council.)						
會長簽名 Provincial Superior Signature _____ 日期 date _____						

For travel regulations in China Province, see overleaf. 請參閱背面中華省旅行規定
As necessary, supporting documentation may be attached. 必要時請附上佐證資料

Society of the Divine Word, China Province: summary of travel regulations.

- (1) **Work related travel between districts or to other countries.**
 - (a) Travel at request of SVD Generalate or Provincial superior.

Inform the local superior; permission required from provincial superior.
 - (b) Travel at the request of one's work unit.

If the member's work unit pays travel expenses, permission of local and provincial superiors is sufficient. If the SVD must pay travel expenses, the request must be also be approved by the local and provincial councils.
 - (c) Travel to other areas of the province (HKM to TW, northern China; TW to HKM, MCN; MCN to HKM, TW)

Permission must be obtained from district superior; inform provincial.
 - (c) Pilgrimages or tours. Permission is given by the provincial on the approval of the local and provincial councils.
- (2) **Continuing education**
 - (a) Travel between districts (HKM to TW, northern China; TW to HKM, MCN; MCN to HKM, TW)

Permission must be obtained from district superior; inform provincial.
 - (b) Travel to other countries.

To be considered on a case by case basis. Permission is required of the provincial and local superiors upon the recommendation of their councils.
- (3) **Home leave.**
 - (a) Regular home leave.

Permission is given by the provincial upon the recommendation of the local superior and his council. Home leave is normally every three years. Other special cases may be considered.
 - (b) Compassionate and special leave.

Normally permission is required of both the provincial and local superiors upon the recommendation of their councils. In emergencies the provincial or, if necessary, the local superior can give permission.
- (4) **Recreational travel.**
 - (a) Travel between districts (HKM to TW, northern China; TW to HKM, MCN; MCN to HKM, TW)

Permission must be obtained from district superior; inform provincial.
 - (b) Travel outside the province.

To be considered on a case by case basis. The permission is required of the local and provincial superiors upon the recommendation of their councils.

For more detail, see "Policy on Travel within and beyond the China Province," approved by the Provincial Council of the China Province, 2012/10/27.