**國立東華大學計畫人員國內出差申請及旅費報告表**

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| 姓 名 | |  | | | | | | 單位 |  | | | | | | | 職稱 | |  | | | | | | | 官等 | | | 任 | |
| 出差  事由 | | (請檢附文件) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 預計出差期間 | | 自 年 月 日 時  至 年 月 日 時 | | | | | | | | | | 共 天 | | | 出差行程  及地點 | | | |  | | | | | | | | | | |
| 經費  來源 | |  | | | | | | | | | | | | | 擬 搭 乘  交通工具 | | | | □火車□飛機□高鐵□公車  □租車(計程車)執行計畫業務需要說明如下：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| 出差人 | | | | | | 計畫主持人 | | | | | | | | 系/所/中心/組主管 | | | | | | | 一級單位或代決主管 | | | | | | | | |
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| 1.計畫人員因公出差者，均應依「國內出差旅費報支要點」規定事先辦理。  2.出差人員請填妥本單，檢附相關文件，以憑轉報。出差往返行程以不超過1日為原則。  3.經費來源請務必填註，交通費按照出差必經之順路計算之。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **以 下 欄 位 為 報 領 旅 費 時 填 寫 (應於出差完畢後15日內辦理報領)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 單據請自行黏貼，請逐欄填寫清楚，如有塗改，須加蓋私章。 | | | | | | | | | | | | | | | | | | **核銷填表日期： 年 月 日** | | | | | | | | | | | |
| 憑證號碼 | | | | | 預算科目 | | | | | | | | | | | | | 金 額 | | | | | | | | | | | |
| 萬 | | 仟 | | | 佰 | | | | 拾 | | 元 |
| 第 號 | | | | |  | | | | | | | | | | | | |  | |  | | |  | | | |  | |  |
| 中華民國 年 月 日起 年 月 日止共計 天。 附單據 張 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 月 | 日 | | 起訖地點 | | | | 工作記要 | | | | 交通費 | | | | 住宿費  檢據核銷 | | | 雜費 | | | | 單據號數 | | | | 總計 | | | |
| 火車 | |  | |
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| 合 計 | | | | | | | | | | |  | |  | |  | | |  | | | |  | | | |  | | | |
| **上列出差旅費計新台幣 萬 仟 佰 拾 元整，具領人 (簽章)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 出差人 | | | | 計畫主持人 | | | | | | 系/所/中心/組主管 | | | | | | | 主計室 | | | | | | | 一級單位或代決主管 | | | | | |
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| 核銷單據請自行黏貼於背頁，或另行黏貼於A4紙張，附於本表後。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |