**致理科技大學國內出差旅費報告表**

**申報日期: 年 月 日** 第　頁共　頁

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | | | | |  | | | 職稱 | |  | | | | 單位 |  | |
| 出差事由 | | | | |  | | | | | | | | | | | |
| 中華民國　　　年　　月　　日起止共計　　日附單據共　　張 | | | | | | | | | | | | | | | | |
| 月 | | | |  | |  | | |  | |  | |  | | |  |
| 日 | | | |  | |  | | |  | |  | |  | | |  |
| 起訖地點 | | | |  | |  | | |  | |  | |  | | |  |
| 工作記要 | | | |  | |  | | |  | |  | |  | | |  |
| 交通費 | | 飛機或高鐵 | |  | |  | | |  | |  | |  | | |  |
| 汽車或捷運 | |  | |  | | |  | |  | |  | | |  |
| 火車 | |  | |  | | |  | |  | |  | | |  |
| 輪船 | |  | |  | | |  | |  | |  | | |  |
| 住宿費 | | | |  | |  | | |  | |  | |  | | |  |
| 住宿費加計交通費  (旅行業代收轉付) | | | |  | |  | | |  | |  | |  | | |  |
| 膳雜費 | | | |  | |  | | |  | |  | |  | | |  |
| 單據號數 | | | |  | |  | | |  | |  | |  | | |  |
| 總　計 | | | |  | |  | | |  | |  | |  | | |  |
| 備　註 | | | |  | |  | | |  | |  | |  | | |  |
| 單據粘貼處 | (請 依 序 粘 貼) | | | | | | | | | | | | | | | |
| 出差人 | | | 單位主管 | | | | 主辦會  計人員 | | | | | 機關首長或  授權代理人 | | | | |