**致理科技大學國內出差旅費報告表**

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 | | 飛機及高鐵 | | |  |  | | |  | |  | |  | | |  |
| 汽車及捷運 | | |  |  | | |  | |  | |  | | |  |
| 火車 | | |  |  | | |  | |  | |  | | |  |
| 船舶 | | |  |  | | |  | |  | |  | | |  |
| 公共自行車 | | |  |  | | |  | |  | |  | | |  |
| 駕駛自用或自行租賃汽車 | | |  |  | | |  | |  | |  | | |  |
| 駕駛自用或自行租賃機車 | | |  |  | | |  | |  | |  | | |  |
| 住宿費 | | | | |  |  | | |  | |  | |  | | |  |
| 住宿費加計交通費  (套裝行程) | | | | |  |  | | |  | |  | |  | | |  |
| 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 | | | | |