**臺北市立成功高級中學國外出差旅費報告表**

第　1　頁共　1　頁

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓　　　　　名 | | |  | | 職稱 | |  | | | 職等 |  | |
| 出　差　事　由 | | |  | | | | | | | | | |
| 中華民國　　　年　　　月　　日止共計　　日附單據　　張 | | | | | | | | | | | | |
| 月 | |  | |  | |  | |  |  | | |  |
| 日 | |  | |  | |  | |  |  | | |  |
| 起訖地點 | |  | |  | |  | |  |  | | |  |
| 工作記要 | |  | |  | |  | |  |  | | |  |
| 交通費 | 飛機 |  | |  | |  | |  |  | | |  |
| 船舶 |  | |  | |  | |  |  | | |  |
| 長途大眾陸運工具 |  | | | | | | | | | | |
| 住宿費加計交通費  (旅行業代收轉付) | |  | |  | |  | |  |  | | |  |
| 辦公費 | 手續費 |  | |  | |  | |  |  | | |  |
| 保險費 |  | |  | |  | |  |  | | |  |
| 行政費 |  | | | | | | | | | | |
| 禮品及  交際費 |  | | | | | | | | | | |
| 雜費 |  | | | | | | | | | | |
| 單據號數 | |  | |  | |  | |  |  | | |  |
| 總　計 | | 新臺幣 　　　　　　元整 | | | | | | | | | | |
| 備　註 | |  | |  | |  | |  |  | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 出差人 | 單位  主管 | 主辦人  事人員 | 主辦會  計人員 | 機關首長或  授權代簽人 |