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| **Employee Travel Subsidy Request Form** |
| **Date\*：** |
| **Requester\*** |  | **Department\*** |  |
| **Travel Dates\*** | **From To** |
| **Travel Destination** |  |
| **Estimated Total Expenses** |  | **Total Subsidy Amount Requested\*** |  |
| **ID Number\*** |  | **Date of Birth\*** |  |
| **Are supporting documents attached** |  |
| **Remarks** |  |
| **Finance Department Opinion** |
| **Approved Subsidy Amount \*** |  | **Estimated Approval Date \*** |  |
| **Estimated Disbursement Method \*** |  |
| **Remarks** |  |