|  |  |  |  |
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| **出差單** | | | |
| **申請日期**\***：** | | | |
| **申請人**\* |  | **申請部門**\* |  |
| **代理人** |  | **代理人部門** |  |
| **出差事由**\* |  | | |
| **出差類型**\* |  | | |
| **出差地點**\* |  | **預計天數**\* |  |
| **預計開始日**\* |  | **預計結束日**\* |  |
| **交通需求**\* |  | | |
| **住宿需求**\* |  | | |
| **住宿說明** |  | | |
| **預支幣別** |  | **預支費用** |  |
| **行程說明**\* |  | | |
| **備註** |  | | |