|  |
| --- |
| **出差報銷單** |
| **申請日期\*：** |
| **申請人\*** |  | **申請部門\*** |  |
| **項目** | **日期\*** | **地點\*** | **費用類別\*** | **金額\*** | **備註** |
|  |  |  |  |  |  |
| **費用總額** |  |  |
| **暫支旅費\*** |  |  |
| **應付(繳)額** |  |  |
| **銷差時間** |  |  |
| **附憑證** |  |  |