|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |  |  |