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| **取消出差單** |
|  **申請日期**\***：** |
| **申請人**\* |  | **申請部門**\* |  |
| **原出差事由**\* |  |
| **原出差類型**\* |  |
| **原出差地點**\* |  | **原預計天數**\* |  |
| **原預計開始日**\* |  | **原預計結束日**\* |  |
| **原預支幣別** |  | **原預支知費用** |  |
| **出差取消原因**\* |  |
| **備註** |  |