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| **員工旅遊補助申請單** | | | |
| **填寫日期\*：** | | | |
| **申請人\*** |  | **所屬部門\*** |  |
| **旅遊日期\*** | 到 | | |
| **旅遊地點** |  | | |
| **預計花費總費用** |  | **申請補助總金額\*** |  |
| **身分證字號\*** |  | **出生年月日\*** |  |
| **是否有檢附附件證明文件** |  | | |
| **備註** |  | | |
| **財務意見** | | | |
| **核發補助總金額\*** |  | **預計核發日期\*** |  |
| **預計核發方式\*** |  | | |
| **備註** |  | | |