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| --- | --- | --- | --- | --- | --- | --- |
| **員工請款單** | | | | | | |
| **申請日期**\***：** | | | | | | |
| **申請人\*** |  | | **申請部門\*** | |  | |
| **付款對象\*** |  | | **是否含車資\*** | |  | |
| **請款目的\*** |  | | | | | |
| **付款科目/明細** | **數量/價格** | **金額** | **稅額** | **總金額** | **應付日期** | **手續費** |
|  |  |  |  |  |  |  |
| 合計 | |  |  |  |  | |