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| **批次出差單** | | | |
| **填寫日期\*：** | | | |
| **申請人\*** |  | **申請部門\*** |  |
| **出差開始時間\*** |  | **出差結束時間\*** |  |
| **出差時數\*** |  | **出差類型\*** |  |
| **出差事由\*** |  | | |
| **出差人員** | | | |
| **項次** | **員工** | **部門** | **備註** |
|  |  |  |  |