|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **國內出差報告及報支單** | | | | | | | | | |
| **申請日期\*：** | | | | | | | | | |
| **出差請款人員\*** | | |  | | **部門\*** | |  | | |
| **出差類型\*** | | |  | | **出差目的地\*** | |  | | |
| **同行人員** | | |  | | | | | | |
| **出差起日\*** | | |  | | **出差迄日\*** | |  | | |
| **出差時數\*** | | |  | | **已出差時數** | |  | | |
| **行程內容\*** | | |  | | | | | | |
| **其他補充事宜** | | |  | | | | | | |
| **項次** | **月** | **日** | **(起迄)地點或用途** | **交通費** | **住宿費** | **膳雜費** | **其他** | **小計** | **備註** |
|  |  |  |  |  |  |  |  |  |  |
| **總金額** | | | |  |  |  |  |  |  |
| **幣別** | | | **預支金額** | **支出金額** | | **剩餘金額** | | **備註** | |
| **新台幣** | | |  |  | |  | |  | |
| **收款人簽名** | | |  | | **繳款人簽名** | |  | | |