**附表一**

**臺北市立松山高級工農職業學校國內出差旅費報告表**

第　　頁共　　頁

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 憑　證  編　號 | | 預算年度 | | | |  | | | 金　　　　　額 | | | | | | | | | | | | | | 用　途　說　明 | | |
| 預　　算　　科　　目 | | | | | | |
| 工作計畫 | | | | 用　途　別 | | | 千萬 | | 百萬 | 十萬 | | | 萬 | | 千 | 百 | 十 | | | 元 |  | | |
|  | |  | | | |  | | |  | |  |  | | |  | |  |  |  | | |  |
| 姓 名 | | | | |  | | | | 職 稱 | | | |  | | | | | | | 職務 等級 | | | □特任級人員  □簡任級人員10-14職等□薦任級以下人員 | | |
| 出 差 事 由 | | | | |  | | | | | | | | | | | | | | | | | | | | |
| 中 華 民 國　　　年　　月　　日共計　　日附單據　　張 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 月 | | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| 日 | | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| 起訖地點 | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 工作記要 | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 交通費 | 飛機及高鐵 | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| 汽車及捷運 | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| 火 車 | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| 船 舶 | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| 住 宿 費 | | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| 住宿費加計交通費  (旅行業代收轉付) | | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| 雜 費 | | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| 單據號數 | | | |  | | | |  | |  | | | | | |  | | | | |  | | |  | |
| **總　 計** | | | | 元整 | | | | | | | | | | | | | | | | | | | | | |
| **備　 註** | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 出差人(請親筆簽名，勿蓋職章) | | | 單位  主管 | | | | 主辦人  事人員 | | | | | | | 主辦會  計人員 | | | | | | 機關首長或  授權代簽人 | | | | |  |