**附表二**

**臺北市立松山高級工農職業學校**

**國 內 出 差 旅 費 報 告 表 共 頁第 頁**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |
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| 出差事由 | | |  | | | | | | | | | | | | | |
| 起迄地點 | | |  | | | | | | | | | | | | | |
| 年 | | | 職稱 | | 職等 | 姓名 | | 交通費 | 住宿費 | | 住宿費加計交通費(旅行業代收轉付) | 雜費 | | 總 計 | | 簽名 |
| 月 | | 日 |
|  | |  |  | | □簡任級  □薦任級 |  | |  |  | |  |  | |  | |  |
|  | |  |  | | □簡任級□薦任級 |  | |  |  | |  |  | |  | |  |
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| **總　 計** | | | | | 元整 | | | | | | | | | | | |
| **備　 註** | | | | |  | | | | | | | | | | | |
| 製表人 | | | 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 | |  | |