臺北市立松山高級商業家事職業學校

傳票編號：　　　　　　　　　　 支　出　憑　證　單

付款憑單編號：

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| 憑證  編號 | | 預算年度 | |  | | | 金　　　　　額 | | | | | | | | | | | | | 用　途　說　明 | | | |
| 預算科目 | | | | | 千萬 | 百萬 | | | 十萬 | 萬 | 千 | 百 | | 十 | | | 元 |  | | | |
| 工作計畫 | | 用途別 | | |
|  | |  | | | | |  |  | | |  |  |  | 2 | | 4 | | | 0 |
| 公務指派國定假日及例假日交通費請領清冊  109 年9月 申請單位： 教務處 | | | | | | | | | | | | | | | | | | | | | | | |
| 序號 | 職稱 | | 姓名 | | | 日期 | | | | 事由 | | | | | 日數  小計 | | | 每日金額  (以每月交通費除以21日計) | | | 總計金額 | | 備註 |
| 1 | 幹事 | | 黃００ | | | 12  19 | | | | 教甄  轉學考 | | | | | 2 | | | 30 | | | 60 | |  |
| 2 | 幹事 | | 王００ | | | 12  19  27 | | | | 教甄  轉學考  學校日 | | | | | 3 | | | 60 | | | 180 | |  |
| 3 |  | | 以下空白 | | |  | | | |  | | | | |  | | |  | | |  | |  |
| 4 |  | |  | | |  | | | |  | | | | |  | | |  | | |  | |  |
| 5 |  | |  | | |  | | | |  | | | | |  | | |  | | |  | |  |
| 6 |  | |  | | |  | | | |  | | | | |  | | |  | | |  | |  |
| 7 |  | |  | | |  | | | |  | | | | |  | | |  | | |  | |  |
| 8 |  | |  | | |  | | | |  | | | | |  | | |  | | |  | |  |
| 合計金額　　　貳 佰 肆 拾 零　　　元整 | | | | | | | | | | | | | | | | | | | | | | | |
| 承辦單位 | | | | | 人事室 | | | | 總務處 | | | | | | | | 會計室 | | | | | 校 長 批 示 | |
|  | | | | |  | | | |  | | | | | | | |  | | | | |  | |

說明：

一、每日金額以「每月交通費總額 ÷ 21日」計算。  
（每日金額：1級-30元、2級-48元、3級-56元、4級-60元）

二、請「每月」以「各處室」為單位統一送出。

三、如遇跨年度，請務必留意時效，於年底關帳前完成奉核。