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：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 憑證  編號 | 預算年度 | | |  | | 金　　　　　額 | | | | | | | | | | | | 用　途　說　明 | | | | | |  | 附　　　件 | |
| 預算科目 | | | | | 千萬 | 百萬 | | | 十萬 | 萬 | | 千 | 百 | | 十 | 元 |  | | | | | | 出差請示文件　 張  住宿單據　　 張  其他文件　　 　張 | |
| 工作計畫 | | | 用途別 | |
|  |  | | | | |  |  | | |  |  | |  |  | |  |  |
| 國內出差旅費報告表  填報日期：　　年　　月　　日 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | |  | | | | | | | | | 職稱 | | |  | | | | | | 職等 | |  | | | |
| 出 差 事 由 | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 中華民國　　　年　　月　　日共計　　　天　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  (套裝行程) | | | | |  | | | |  | | | | | |  | | | | |  | |  | | | |  |
| 雜費 | | | | |  | | | |  | | | | | |  | | | | |  | |  | | | |  |
| 單據號數 | | | | |  | | | |  | | | | | |  | | | | |  | |  | | | |  |
| 總　計 | | | | |  | | | |  | | | | | |  | | | | |  | |  | | | |  |
| 備　註 | | | | |  | | | |  | | | | | |  | | | | |  | |  | | | |  |

出差人　　　　單位主管　　　　主辦人事人員　　　　主辦會計人員　　　　機關首長