**附表二**

**明志科技大學 國內出差旅費報告表**

第　　頁共　　頁

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | | |  | | 職稱 | |  | | | 職等 |  | |
| 出差事由 | | |  | | | | | | | | | |
| 中華民國　　　年　　月　　日起止共計　　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 |  | |  | |  | |  |  | | |  |
| 輪船 |  | |  | |  | |  |  | | |  |
| 住宿費 | |  | |  | |  | |  |  | | |  |
| 住宿費加計交通費  (旅行業代收轉付) | |  | |  | |  | |  |  | | |  |
| 膳雜費 | |  | |  | |  | |  |  | | |  |
| 單據號數 | |  | |  | |  | |  |  | | |  |
| 總　計 | |  | |  | |  | |  |  | | |  |
| 備　註 | |  | |  | |  | |  |  | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 機關首長或  授權代簽人 | 主辦會  計人員 | 主辦人  事人員 | 單位  主管 | 出差人 |