**YZU Domestic Travel Report for Project-based Employees**

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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | | | | **Unit/Dept.** | | |  | | | | **Position** |  | | | |
| **Purpose** | | | |  | | | | | | | | | | | | | |
| **Funding Source** | | | | **External Funding Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Budge Number：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | |
| **Duration: Starting from YY MM DD to YY MM DD** (**Total \_\_\_\_\_days)** | | | | | | | | | | | | | | | | | |
| **Month** | | | | |  | | |  | |  | |  | | |  | |  |
| **Day** | | | | |  | | |  | |  | |  | | |  | |  |
| **Departure and Destination City** | | | | |  | | |  | |  | |  | | |  | |  |
| **Work Summary** | | | | |  | | |  | |  | |  | | |  | |  |
| **Transportation**  **Fee** | | **Airplane** | | |  | | |  | |  | |  | | |  | |  |
| **Train/THSR** | | |  | | |  | |  | |  | | |  | |  |
| **Bus/MRT** | | |  | | |  | |  | |  | | |  | |  |
| **Taxi** | | |  | | |  | |  | |  | | |  | |  |
| **Car** | | |  | | |  | |  | |  | | |  | |  |
| **Other** | | |  | | |  | |  | |  | | |  | |  |
| **Accommodation Fee** | | | | |  | | |  | |  | |  | | |  | |  |
| **Miscellaneous Fee** | | | | |  | | |  | |  | |  | | |  | |  |
| **Temporary Fee** | | | | |  | | |  | |  | |  | | |  | |  |
| **Receipt No.** | | | | |  | | |  | |  | |  | | |  | |  |
| **Total** | | | | |  | | |  | |  | |  | | |  | |  |
| **Remarks** | | | | |  | | |  | |  | |  | | |  | |  |
| **Total Amount: NTD\_\_\_\_\_\_ Cash Advance Amount\_\_\_\_\_\_ Net Payment\_\_\_\_\_\_ (or Return\_\_\_\_\_)** | | | | | | | | | | | | | | | | | |
| **Applicant** | | | **Principal Investigator** | | | | **Unit/Dept.**  **Supervisor** | | | | **Accounting Personnel** | | | | | **President**  **（Proxy signature）** | |
|  | | |  | | | |  | | | |  | | | | |  | |

**※If the traveler is a student, approval from the Personnel Office is not required.**

**※YZU Domestic Travel Reports shall be used for Principal Investigator reimbursement applications.**

Note: If any controversies or disputes occurred regarding clauses of the aforesaid form, it shall always refer to its Chinese version.