**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)****Number of receipts: \_\_\_\_\_** |
| **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\_\_\_\_\_)** |
| **Traveler** | **Principal Investigator** | **Unit/Dept.****Supervisor** | **Dean** | **Accounting Personnel** | **President****（Proxy signature）** |
|  |  |  |  |  |  |

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