**元智大學專案計畫人員國內出差旅費報告表**

**第　　頁共　　頁**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名** |  | | | | | **所屬**  **單位** | | |  | | | | **職稱** | |  | | | |
| **出差事由** | | |  | | | | | | | | | | | | | | | |
| **經費補助來源** | | | **校外補助單位： 預算編號：** | | | | | | | | | | | | | | | |
| **中華民國　　　年　　月　　日共計　　日附單據　　張** | | | | | | | | | | | | | | | | | | |
| **月** | | | | |  | | |  | |  | |  | | | |  | |  |
| **日** | | | | |  | | |  | |  | |  | | | |  | |  |
| **起訖地點** | | | | |  | | |  | |  | |  | | | |  | |  |
| **工作記要** | | | | |  | | |  | |  | |  | | | |  | |  |
| **交通費** | | **飛機** | | |  | | |  | |  | |  | | | |  | |  |
| **火車或高鐵** | | |  | | |  | |  | |  | | | |  | |  |
| **公車或捷運** | | |  | | |  | |  | |  | | | |  | |  |
| **計程車** | | |  | | |  | |  | |  | | | |  | |  |
| **私人汽車** | | |  | | |  | |  | |  | | | |  | |  |
| **其他** | | |  | | |  | |  | |  | | | |  | |  |
| **住宿費** | | | | |  | | |  | |  | |  | | | |  | |  |
| **雜費** | | | | |  | | |  | |  | |  | | | |  | |  |
| **臨時費** | | | | |  | | |  | |  | |  | | | |  | |  |
| **單據號數** | | | | |  | | |  | |  | |  | | | |  | |  |
| **合　計** | | | | |  | | |  | |  | |  | | | |  | |  |
| **備　註** | | | | |  | | |  | |  | |  | | | |  | |  |
| **總計新台幣 元，減預支 元，應補發 元 〈或繳回 元〉** | | | | | | | | | | | | | | | | | | |
| **出差人** | | | | **計劃主持人** | | | **單位主管** | | | | **人事室** | | | **主辦會計人員** | | | **校長**  **（授權代簽）** | |
|  | | | |  | | |  | | | |  | | |  | | |  | |

**※若出差人為學生，毋須經人事室簽核。  
※計畫主持人出差旅費結案報支請填寫「元智大學教職員工國內出差旅費報告表」。**