**元智大學教職員工國外出差旅費報告表**

**YZU Reimbursement Form for Faculty/Staff Reporting Business Trip Abroad**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **姓名**Name |  | **單位**Service Unit |  | **職稱**Job Title |  |
| **出差事由**Reason of business trip |  |
| **經費補助來源**Source of funds | **□校內補助單位：**In-school funding unit： | **□校外補助單位：** Out-of-school funding unit |
| **自From　　　年(Y)　　月(M)　　日(D)　至to　　　年(Y)　　月　　日(D)，共計　　日All Days** |
| **月**Month |  |  |  |  | 總計(NT$)Sub-Total |
| **日**Date |  |  |  |  |
| **起訖地點**Location |  |  |  |  |
| **工作記要**content of trip |  |  |  |  |
| **交通費**TransportationExpenses | **飛機**Plane |  |  |  |  |  |
| **船舶** Ferry / Ship |  |  |  |  |
| **長途大眾陸運工具**Long Distance Transportation |  |  |  |  |  |
| **生活費**Living expenses |  |  |  |  |  |
| **辦公費**Officeexpenses | **手續費**Service charge |  |  |
| **保險費**Insurance fee |  |
| **行政費 (含註冊、報名費等)**Administrative Fee(Including registration, application fees, etc.) |  |
| **禮品交際及雜費**Gift and entertainment expenses, and miscellaneous fees |  |
| **總　計**Total |  |  |
| **備　註**Additional note | 1.匯率：Exchange rate:美金US$1=新台幣NT$ 。2.生活費共計請領Living expenses: 共All 日Days。 |
| **補助項目分攤說明**Allocation of the subsidy sources |  |
| **出差人**Applicant | **單位主管**OfficeDirector | **院長**College Dean | **經費補助****單位主管**Director of funding unit | **主辦人事人員**Personnel Officer | **主辦會計人員**Accounting Personnel | **校長****(或授權代理人)**President |
|  |  |  |  |  |  |  |