**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**  Transportation  Expenses | | | **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**  Office  expenses | | | **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 | |
|  |  | | |  | |  | |  | | | |  | | |  | |