**元智大學專案計畫 國外出差旅費報告表**

第　 　頁共　 　頁

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | |  | | | | 單位 | | |  | | | 職稱 |  | | | |
| 出差事由 | | | | |  | | | | | | | | | | | |
| 經費補助來源 | | | | | □校內補助單位： □校外補助單位： | | | | | | | | | | | |
| 中華民國　　　年　　月　　日起至　　　年　　月　　日，共計　　日 | | | | | | | | | | | | | | | | |
| 月 | | | |  | | |  | | |  | | | |  | | 總計  (NT$) |
| 日 | | | |  | | |  | | |  | | | |  | |
| 起訖地點 | | | |  | | |  | | |  | | | |  | |
| 工作記要 | | | |  | | |  | | |  | | | |  | |
| 交通費 | 飛機 | | |  | | |  | | |  | | | |  | |  |
| 船舶 | | |  | | |  | | |  | | | |  | |
| 長途大眾陸運工具 | | |  | | |  | | |  | | | |  | |
| 生活費 | | | |  | | |  | | |  | | | |  | |  |
| 辦公費 | 手續費 | | |  | | | | | | | | | | | |  |
| 保險費 | | |  | | | | | | | | | | | |
| 行政費  (含註冊、報名費等) | | |  | | | | | | | | | | | |
| 禮品交際  及雜費 | | |  | | | | | | | | | | | |
| 總　計 | | | |  | | | | | | | | | | | |  |
| 備　註 | | | | 1. 匯率：美金$1=新台幣$ 。 2. 生活費共計請領 日。 | | | | | | | | | | | | |
| 補助項目  分攤說明 | | | |  | | | | | | | | | | | | |
| 出差人 | | | 單位主管 | | | | | 主辦人事人員 | | | 主辦會計人員 | | | | 機關首長或授權代簽人 | |
|  | | |  | | | | |  | | |  | | | |  | |