**(高雄市立空中大學)國外出差旅費報告表**

第　　頁共　　頁

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | | |  | | | | 職稱 | |  | | | | 職等 | |  | |
| 出差事由 | | |  | | | | | | | | | | | | | |
| 中華民國　　　年　　月　　日 共計　　日附單據　　張 | | | | | | | | | | | | | | | | |
| 月 | | | |  |  | |  | | | |  | | | |  | 總計(NT$) |
| 日 | | | |  |  | |  | | | |  | | | |  |
| 起訖地點 | | | |  |  | |  | | | |  | | | |  |
| 工作記要 | | | |  |  | |  | | | |  | | | |  |
| 交通費 | 交通工具  種類 | | | 班次  (出發地~抵達地) | 本要點第五點第一項第二款人員加填欄位 | | | | | | | | | | 費用  (NT$) |  |
| 座(艙)位僅區分2等級 | | | 未設有頭等  座(艙)位 | | | | 航(路)程四  小時以上 | | |
| 是 | 否 | | 是 | | 否 | | 是 | | 否 |
| 飛機 | | |  |  |  | |  | |  | |  | |  |  |
|  |  |  | |  | |  | |  | |  |
| 船舶 | | |  |  |  | |  | |  | |  | |  |  |
| 長途大眾陸運工具 | | |  |  |  | |  | |  | |  | |  |  |
| 生活費(US$) | | | |  |  | |  | | | |  | | | |  |  |
| 辦公費 | 手續費 | | |  |  | |  | | | |  | | | |  |  |
| 保險費 | | |  |  | |  | | | |  | | | |  |
| 行政費 | | |  | | | | | | | | | | | |
| 禮品交際及雜費 | | |  | | | | | | | | | | | |
| 依本要點第九點扣除項目金額 | | | |  |  | |  | | | |  | | | |  |  |
| 總　計 | | | |  |  | |  | | | |  | | | |  |  |
| 單據號數 | | | |  |  | |  | | | |  | | | |  |  |
| 備　註 | | | |  |  | |  | | | |  | | | |  |  |
| 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 | | |