樹德科技大學國外出差旅費報告表

**年度技專校院**

**高等教育深耕計畫**

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| 姓　名 | | | |  | | | | | | 職　稱 | | | |  | | | | | | | 職　等 | | |  | | | |
| 出 差 事 由 | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 中華民國 年 月 日 共計 天。 附單據 張 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 年 | | | 起訖地點 | | | | 工作記要 | | 交 通 費 | | | | | | 生活費 | | 辦 公 費 | | | | | | | | 單據號數 | 備 註 | |
| 飛機 | | 船舶 | | 長途大眾  陸運工具 | |  | | 報名費 | 保險費 | | 交通費 | | 雜費 | | |  |  | |
| 月 | 日 | |
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| 小計 | | | | | | | | |  | |  | |  | |  | |  |  | |  | |  | | | 總 計 |  | |
| 計  算  欄 | | 匯率 :  生活費: | | | | | | | | | | | | | | | | | | | | | | | 經費來源：  補助　 元 | | |
| 領款收據 | | | | | 茲收到新台幣 萬 仟 佰 拾　 　元整  上款旅費已照數領訖，此據。  中華民國 年 月 日 具領人 | | | | | | | | | | | | | | | | | | | | | | |
| 出差人 | | | | | | 承辦人/系所主管 | | 分項子計畫  負責人/中心組長 | | | | 中心主任 | | | | 人事室/學務處(學生)簽核 | | | 會計審核 | | | | 會計主管 | | | | 校長或權責  代理人 |