

國立中興大學因公務搭乘計程車申請單

National Chung Hsing University Official Taxi Travel Request Form

填表日期(Date of Form Completion)：yyy 年 mm 月 dd 日

搭乘人員姓名 Passenger Name		職稱 Title	
搭程日期 Date of Trip	yyy 年 mm 月 dd 日		
搭乘起訖地點 Departure and arrival points	自(From)： 至(To)：		
因業務需要申請搭乘計程車之事由 The reason for requesting taxi transportation due to business needs.	<input type="checkbox"/> 因需攜帶之研究器材多，不便搭乘大眾交通工具。 The need to transport multiple research equipment items, which are inconvenient to carry on public transportation.		
<input type="checkbox"/> 因多人出差，共乘方式較搭大眾交通工具摶節經費。 Due to multiple travelers, carpooling is more cost-effective than using public transportation.			
<input type="checkbox"/> 其他(請詳細說明)： _____ Other (Please Provide Detailed Explanation)			
申請人 Applicant	計畫主持人(無則免) /二級主管(行政單位) Project Leader	機關首長授權一級單位主管(行政單位)、系、所、學位學程、班及附屬單位主管代為決行 President or Authorized Proxy	
備註(Remarks)：			
1. 依「國內出差旅費報支要點」第五點規定：凡公民營汽車到達地區，除因業務需要，經機關核准者外，其搭乘計程車之費用，不得報支。 According to the "Domestic Business Travel Expense Reimbursement Guidelines," Article 5 stipulates: Except for cases approved by the authority for business needs, expenses incurred for taking taxis to areas accessible by public or private vehicles shall not be reimbursed.			
2. 以計畫彈性經費支用額度報支者，免填本表。 Those who utilize project flexible budget funds are exempt from filling out this form.			
3. 搭乘計程車之費用應檢據併同本表附於「國內出差旅費報告表」報支。 The expenses for taking taxis should be accompanied by receipts and attached to the 'Domestic Business Travel Expense Report' for reimbursement.			