國立中興大學因公務搭乘計程車申請單

National Chung Hsing University Taxi Fare Reimbursement for Official Duties

填表日期：____年____月____日

Date: ___/___/_____ (MM/DD/YYYY)

<table>
<tr><td>搭乘人員姓名
Passenger Name</td><td></td><td>職稱
Job Title</td><td></td></tr>
<tr><td>搭程日期
Date of Trip</td><td colspan="3">____年____月____日
____/____/____ (MM/DD/YYYY)</td></tr>
<tr><td>搭乘起訖地點
Locations of departure and arrival</td><td colspan="3">自：
From:
至：
To:</td></tr>
<tr><td>因業務需要申請搭乘計程車之事由
Reason for taking taxi for official duties</td><td colspan="3">☐ 因需攜帶之研究器材多，不便搭乘大眾交通工具。
Inconvenient to take public transportation due to multiple research apparatuses carried.

☐ 因多人出差，共乘方式較搭大眾交通工具撙節經費。
Due to multiple persons on official duties, carpooling is more cost-effective than taking public transportation.

☐ 其他(請詳細說明)：
Other (please provide detailed explanation):</td></tr>
<tr><td>申請人
Signature of Applicant</td><td>計畫主持人(無則免)/二級主管(行政單位)
Principal Investigator (leave blank if none)/Head of Level 2 Department (administrative units)</td><td colspan="2">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
Heads of Level 1 Departments (administrative units), Academic Departments/Institutes, Programs, Classes and Affiliated Units Authorized by President</td></tr>
<tr><td></td><td></td><td colspan="2"></td></tr>
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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 Article 5 of the Directives for Domestic Business Travel Expense Reimbursement: except for cases approved by the department for official duties, taxi fare incurred to travel 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。
Reimbursement from flexible funds of projects is 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。
Taxi receipts must be attached to the Report for Domestic Business Travel Expenses for reimbursement.