國立中興大學國外出差旅費報告表

第　　頁共　　頁

<table>
<tr><td colspan="2">姓名</td><td></td><td>職稱</td><td></td><td>職等</td><td colspan="8"></td></tr>
<tr><td colspan="2">出差事由</td><td colspan="11"></td></tr>
<tr><td colspan="13">中華民國　　年　　月　　日起止共計　　日附單據　　張</td></tr>
<tr><td colspan="2">月</td><td colspan="10"></td><td rowspan="4">總計(NT$)</td></tr>
<tr><td colspan="2">日</td><td colspan="10"></td></tr>
<tr><td colspan="2">起訖地點</td><td colspan="10"></td></tr>
<tr><td colspan="2">工作記要</td><td colspan="10"></td></tr>
<tr><td rowspan="6">交通費</td><td rowspan="3">交通工具種類</td><td rowspan="3">班次
(出發地~抵達地)</td><td colspan="8">本要點第五點第一項第二款人員加填欄位</td><td rowspan="3">費用
(NT$)</td><td rowspan="6"></td></tr>
<tr><td colspan="2">座(艙)位僅區分2等級</td><td colspan="2">未設有頭等座(艙)位</td><td colspan="2">航(路)程四小時以上</td></tr>
<tr><td>是</td><td>否</td><td>是</td><td>否</td><td>是</td><td>否</td></tr>
<tr><td rowspan="2">飛機</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td rowspan="2"></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>船舶</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>長途大眾陸運工具</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="2">生活費(US$)</td><td colspan="10"></td><td></td></tr>
<tr><td rowspan="4">辦公費</td><td>手續費</td><td colspan="10"></td><td rowspan="4"></td></tr>
<tr><td>保險費</td><td colspan="10"></td></tr>
<tr><td>行政費</td><td colspan="10"></td></tr>
<tr><td>禮品交際及雜費</td><td colspan="10"></td></tr>
<tr><td colspan="2">依本要點第九點扣除項目金額</td><td colspan="10"></td><td></td></tr>
<tr><td colspan="2">總計</td><td colspan="10"></td><td></td></tr>
<tr><td colspan="2">單據號數</td><td colspan="10"></td><td></td></tr>
<tr><td colspan="2">備註</td><td colspan="10"></td><td></td></tr>
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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

National Chung Hsing University Report for Overseas Business Travel Expenses

Name			Job Title		Position Level							
Reason for Business Travel												
From/Until ____/____/____ (MM/DD/YYYY) From To ____ days in total; number of receipts: ___												
Month												Total (NT$)
Day												
Start and End Locations												
Work Summary												
Transportation Expenses	Means of Transport	Schedule (Place of Departure – Place of Arrival)	To be filled in by personnel in Subparagraph 2, Paragraph 1, Article 5 of these Directives: Seats (Cabins) Only Divided into 2 Classes – Yes	Seats (Cabins) Only Divided into 2 Classes – No	No First Class Seats (Cabins) Available – Yes	No First Class Seats (Cabins) Available – No	Flight (Route) Duration Over 4 Hours – Yes	Flight (Route) Duration Over 4 Hours – No	Expense: (NT$)			
	Airplane											
	Ship											
	Long-Distance Public Transportation											
Living Expenses (US$)												
Office Expenses	Processing Fee											
	Insurance Fee											
	Administrative Fee											
	Gifts, Entertainment, and Miscellaneous Expenses											
Deducted Amount According to Article 9 of These Directives												
Total												
Document Number												
Remarks												

Traveler Unit Head Organizing Personnel Organizing Personnel Accounting Head of Department or Authorized Signatory