**元智大學教職員工國內出差旅費報告表**

**YZU Reimbursement Form for Faculty/Staff Reporting Domestic Business Trip**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **姓名**Name |  | **單位**Service Unit |  | **職稱**Job Title |  |
| **出差事由**Reason of business trip |  |
| **經費補助來源**Source of funds | **□校內補助單位：**In-school funding unit： | **□校外補助單位：**Out-of-school funding unit： |
| **自From　　　年(Y)　　月(M)　　日(D)　至to　　　年(Y)　　月　　日(D)，共計　　日All Days** |
| **月**Month |  |  |  |
| **日**Date |  |  |  |
| **起訖地點**Location |  |  |  |
| **工作記要**content of trip |  |  |  |
| **交****通****費**Transportation expenses | **飛機**Plane |  |  |  |
| **高鐵**THSR |  |  |  |
| **火車**Train |  |  |  |
| **捷運或客運汽車**MRT/ bus |  |  |  |
| **自用汽(機)車**Car |  |  |  |
| **計程車**Taxi |  |  |  |
| **其他**Others |  |  |  |
| **住宿費**Accommodation expenses |  |  |  |
| **雜 費**Miscellaneous fees |  |  |  |
| **總　計**Total |  |  |  |
| **備　註**Additional note |  |  |  |
| **出差人**Applicant | **單位主管**OfficeDirector | **院長**College Dean | **經費補助****單位主管**Director of funding unit | **主辦人事人員**Personnel Officer | **主辦會計人員**Accounting Personnel | **校長****(或授權代理人)**President |
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