**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 |
|  |  | | | |  | | |  | |  | | |  | | | |  |