**國立成功大學兼任專案工作人員國內出差旅費報告表**

　　第 頁共　　頁

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 預算科目 | | | 憑證編號 | | | | 傳票編號 | | | | | 請購單號 | | | | | | 會計編號 | | | |
|  | | |  | | | |  | | | | |  | | | | | |  | | | |
| 姓名 | | |  | | | | | 職稱 |  | | | | | 職等 |  | | | |
| 出差事由 | | | ※本表逐欄填寫清楚，如有塗改應加蓋私章。 | | | | | | | | | | | | | | | |
| 出差起訖日期 | | | 自民國 年 月 日 時起至 年 月 日 時止共 日 時 | | | | | | | | | | | | | | | |
| 月 | | |  |  | | | |  | |  | | |  | |  | | | |  | 本 頁 合 計 |  |
| 日 | | |  |  | | | |  | |  | | |  | |  | | | |  |  |
| 起訖地點 | | |  |  | | | |  | |  | | |  | |  | | | |  |  |
| 工作記要 | | | 如事由 |  | | | |  | |  | | |  | |  | | | |  |  |
| 交 通 費 | 飛機及高鐵 | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 汽車及捷運 | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 火車 | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 船舶 | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 公共自行車 | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 駕駛自用或自行租賃汽車 | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 駕駛自用或自行租賃機車 | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 住宿費 | | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 住宿費加計交通費(套裝行程) | | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 雜費 | | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 單據號數 | | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 總計 | | |  |  | | | |  | |  | | |  | |  | | | |  |  |  |
| 備註 | | |  | | | | | | | | | | | 帳號 |  | | | | | |  |
| 聯絡電話 |  | | | | | |  |
| 上列出差旅費計新臺幣(大寫) 萬 仟 佰 拾 元正業經如數收訖。具領人(蓋章) | | | | | | | | | | | | | | | | | | | | | |
| 出差人 | |  | | | 計畫主持人 | | | |  | | | | | 單位主管 | |  | | | | | |
| 校外人士職級（差旅費支給標準）由計畫主持人依據相關資料，加以認定。 兼任專案人員如有冒領、重覆支領差旅費…等情事，概由出差人及計畫主持人負全責。 | | | | | | | | | | | | | | | | | | | | | |

主辦人事人員

主計室

主任

校長或其授

權代簽人

主計室

（出差日期核符）

用人單位(臨時工)

附註：校長欄位依本校分層負責表授權決行，金額15萬元（含）以下視經費授權二或三層決行，

如系經費由系主任代決、院經費由院長代決、行政單位由一級主管代決。