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| 臺南市南區日新國民小學 | | | | | | | | | | | | | | | | | | | | | | | | |
| 粘貼憑證用紙 | | | | | | | | | | | | | | | | | | | | | | | | |
| 憑單 | 旅字　　　　號 | | | | 預　　算　　科　　目 | | | | | | | | | | | 金　　　　　　　　　額 | | | | | | | | |
| 編號 |
| 傳　　票　　號　　碼 | | | | | 業務計畫：各校經常門分支計畫 | | | | | | | | | | | $00 | | | | | | | | |
| 月 | 支　　　　　號 | | | | 工作計畫：服務費用 | | | | | | | | | | |
| 日 | 用途別：國內旅費 | | | | | | | | | | |
| 出差旅費報告表 | | | | | | | | | | | | | | | | | | | | | | | | |
| 編號： | |  | | | | 108年　　月　　日 填 | | | | | | | | |  | | |  | | | 第1頁共1頁 | | | |
| 姓名 | |  | | | | | | | 職稱 | |  | | | | | | 職等 | | | |  | | | |
| 出差事由 | |  | | | | | | | | | | | | | | | | | | | | | | |
| 出差地點 | |  | | | | | | | | | | | | | | | | | | | | | | |
| 起訖日期 | | 自民國　年 月 日起至　年　　月 日止　共計　　天　　時　附單據　　張 | | | | | | | | | | | | | | | | | | | | |  | |
| 年月日 | | 起訖地點 | | 工作摘要 | | | 交通費 | | | | | | | 住宿費 | | | | | 其他 | | | 單據號數 | 總計 | 備註 |
| 火車費 | | 飛機及高鐵 | 汽車及捷運 | | 船舶 | |
|  | |  | | 如出差事由 | | |  | |  |  | |  | |  | | | | |  | | |  |  |  |
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|  | |  | | 合　　計 | | |  | |  |  | |  | |  | | | | |  | | |  |  |  |
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| 出差人 | | | 總務處 | | | | | 人事單位 | | | | | 會計單位 | | | | | | | 機關首長 | | | | |
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