**國立臺灣海洋大學國外出差旅費報告表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 | | |  | | | | | | | 系 所 | | | |  | | | | | |
| 學 制 | | |  | | | | 年 級 | | |  | | | | 身分證字號 | | |  | | |
| 出差事由 | | | | |  | | | | | | | | | | | | | | |
| 中華民國　　　年　　月　　日共計　　日附單據　　張 | | | | | | | | | | | | | | | | | | | |
| 月 | | | | | |  |  | |  | | | |  | | |  | | **總計(NT$)** | |
| 日 | | | | | |  |  | |  | | | |  | | |  | |
| 起訖地點 | | | | | |  |  | |  | | | |  | | |  | |
| 工作記要 | | | | | |  |  | |  | | | |  | | |  | |
| 交  通  費 | | 飛機 | | | |  |  | |  | | | |  | | |  | |  | |
| 船舶 | | | |  |  | |  | | | |  | | |  | |
| 長途大眾陸運工具 | | | |  | | | | | | | | | | | |
| 生活費(US$) | | | | | |  |  | |  | | | |  | | |  | |  | |
| 辦  公  費 | | 手續費 | | | |  |  | |  | | | |  | | |  | |  | |
| 保險費 | | | |  |  | |  | | | |  | | |  | |
| 行政費 | | | |  | | | | | | | | | | | |
| 禮品交際及雜費 | | | |  | | | | | | | | | | | |
| 依第九點扣除項目金額 | | | | | |  |  | |  | | | |  | | |  | |  | |
| 總　計 | | | | | |  |  | |  | | | |  | | |  | |  | |
| 單據號數 | | | | | |  |  | |  | | | |  | | |  | |  | |
| 備　註 | | | | | | 已繳交出國報告  3RUL3RUL TJ EJI61L4EL4□是(已於 年 月 日繳交)  □否(將於 年 月 日繳交) | | | | | 加會：□人事室 □研發處  □海洋中心 □教學中心  □校友服務中心 | | | | | | |  | |
| 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 | | | |