**國立臺灣海洋大學國外出差旅費報告表**

第　　頁共　　頁

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 | | | [申請人姓名] | | | | | | | | 服 務 單 位 | | | [申請人系所] | | | | | | |
| 職 稱 | | | 學生 | | | | | 職 等 | | |  | | | 身分證字號 | | | | [身分證號] | | |
| 出差事由 | | | | | | 赴[國家別]參加赴外見習計畫 | | | | | | | | | | | | | | |
| 未命名未命名中華民國OOO年　　月　　日共計　OOO　日附單據　　張 | | | | | | | | | | | | | | | | | | | | |
| 月 | | | | | OO | |  | | OO - OO | | | | OO | | | |  | | 總計(NT$)  [獲獎助金額] | |
| 日 | | | | | OO | |  | | OO – OO | | | | OO | | | |  | |
| 起訖地點 | | | | | 台北-[國家城市] | | | | [國家城市] | | | | [國家城市]-台北 | | | | | |
| 工作記要 | | | | | 啟程 | | | | 活動期間 | | | | 返程 | | | | | |
| 交通費 | | 飛機 | | | [依實際支付金額填寫] | | | | | | | | | | | | | |  | |
| 船舶 | | |  | |  | |  | | | |  | | | |  | |
| 長途大眾陸運工具 | | |  | | | | | | | | | | | | | |
| 生活費(US$) | | | | | [獲獎助金額扣除機票費用] | | | | | | | | | | | | | |  | |
| 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 | | | | | [獲獎助金額] | | | | | | | | | | | | | |  | |
| 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 □國際處  □海洋中心 □教學中心  □校友服務中心 | | | | | | | | |  | |
| 出差人  [申請人簽章] | | | 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 | | | | |