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| 淡江大學學校財團法人淡江大學  國外出差旅費報告表(一般補助案專用) | | | | | | | | | | | | | | | | | | | |
| 第 頁共 頁 | | | | | | | | | | | | | | | | | | | |
| 本校計畫代號 | | | | |  | | | | | 計畫名稱 | | | | |  | | | | |
| 姓 名 | | |  | | | | | | 職 稱 | | | | □ 校內教職員：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ 學生  □ 校外人士 | | | | | | |
| 出差事由 | | |  | | | | | | | | | | | | | | | | |
| 中華民國 年 月 日共計 日附單據 張 | | | | | | | | | | | | | | | | | | | |
| 月 | | | | | | |  | | | |  | | |  | | |  | 總計 | |
| 日 | | | | | | |  | | | |  | | |  | | |  |
| 起訖地點 | | | | | | (起) |  | | | |  | | |  | | |  |
| (訖) |  | | | |  | | |  | | |  |
| 工作記要 | | | | | | |  | | | |  | | |  | | |  |
| 交  通  費 | 飛機 | | | | | |  | | | |  | | |  | | |  | ① | |
| 船舶 | | | | | |  | | | |  | | |  | | |  |
| 長途大眾陸運工具 | | | | | |  | | | | | | | | | | |
| 生 活 費 | 日支額（匯率 : ） | | | | | |  | | | | | | | | | | | ➁ | |
| 非日支額 | 住宿費(匯率 : ） | | | | |  | | | | | | | | | | |
| 膳食費(匯率 : ） | | | | |  | | | | | | | | | | |
| 零用費(匯率 : ） | | | | |  | | | | | | | | | | |
| 辦公費 | | 手續費 | | | | |  | | | |  | | |  | | |  | ➂ | |
| 保險費 | | | | |  | | | |  | | |  | | |  |
| 行政費 | | | | |  | | | | | | | | | | |
| 禮品交際及雜費 | | | | |  | | | | | | | | | | |
| **依國外出差旅費報支要點**  **第九點扣除項目金額** | | | | | | |  | | | |  | | |  | | |  | ➃ | |
| 單據號數 | | | | | | |  | | | | | | | | | | |  | |
| 總 計 | | | | | | | ①+➁+➂-➃ | | | | | | | | | | | NT$ | |
| 備 註 | | | | | | |  | | | | | | | | | | | | |
| 出差人  (親簽) | | | | 單位  主管 | | | | 一級  主管 | | | | 主辦人  事人員  **(校外人士、**  **學生免)** | | | | 主辦會  計人員 | | | 機關首長  或授權人 |