**臺中市立大德國民中學原始憑證粘貼用紙**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **付款憑單編號** |  | **簽 證編 號** |  | **金 額** | | | | | | | | | | **用 途 說 明** |
| **支出傳票編號** |  |
| **憑證編號** | **工作(或業務)計畫及用途別** | | | **十億** | **億** | **千萬** | **百萬** | **十萬** | **萬** | **千** | **百** | **十** | **元** |  |
|  |  | | |  |  |  |  |  |  |  |  |  |  |

**臺中市立大德國民中學國內出差旅費報告表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | | |  | | 職稱 | |  | | | 職等 |  | | |
| 出 差 事 由 | | |  | | | | | | | | | | |
| 中華民國 　年　月　 日共計　 日附單據 　 　張 | | | | | | | | | | | | | |
| 月 | |  | |  | |  | |  |  | | | 合 | |
| 日 | |  | |  | |  | |  |  | | | 計 | |
| 起 訖 地 點 | |  | | | | | | | | | | | |
| 工 作 記 要 | |  | | | | | | | | | | | |
| 交通費 | 飛機 |  | |  | |  | |  |  | | | |  |
| 汽車及捷運 |  | |  | |  | |  |  | | | |  |
| 火車 |  | |  | |  | |  |  | | | |  |
| 輪船 |  | |  | |  | |  |  | | | |  |
| 住宿費 | |  | |  | |  | |  |  | | | |  |
| 住宿費加計交通費  (旅行業代收轉付) | |  | |  | |  | |  |  | | | |  |
| 膳雜費 | |  | |  | |  | |  |  | | | |  |
| 單據號數 | |  | |  | |  | |  |  | | | |  |
| 總　 計 | |  | |  | |  | |  | 具領人：  年 月 日 | | | | |
| 備　 註 | |  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |