**高雄市私立大榮高級中學**

**出差旅費報告表**

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| 出差人 | | |  | | 職別 |  | | | 公差文號 | | | |  | | | | | | | | | | | | | | |
| 出差事由 | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 中華民國 年 月 日起至 年 月 日止共計 天附單據 張 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 日期 | | 起訖  地點 | | 工作記要 | 交　　通　　費 | | | | 旅　館　費 | | | | | 膳　食　費 | | | | | 單據號碼 | 總　　計 | | | | | | | 備註 |
| 月 | 日 | 火車 | 汽車 | | 高鐵 | 千 | 百 | 十 | 元 | | 千 | | 百 | 十 | 元 | 萬 | | 千 | 百 | 十 | 元 | |
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| 領款收據 | | 茲收到新台幣 萬 仟 佰 拾 元整  上款旅費巳照數領訖 此據  中華民國 年 月 日 具領人： （簽章） | | | | | | | | | | | | | | | | | 審核意見 |  | | | | | | | |
| 出差人 | | | | 單位主任 | | | 人事主任 | | | | | | | | 主計主任 | | | | | | 校　長 | | | | |

**高雄市私立大榮高級中學**

**出差旅費報告表**

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| 出差人 | | |  | | 職別 |  | | | 公差文號 | | | |  | | | | | | | | | | | | | | |
| 出差事由 | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 中華民國 年 月 日起至 年 月 日止共計 天附單據 張 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 日期 | | 起訖  地點 | | 工作記要 | 交　　通　　費 | | | | 旅　館　費 | | | | | 膳　食　費 | | | | | 單據號碼 | 總　　計 | | | | | | | 備註 |
| 月 | 日 | 火車 | 汽車 | | 高鐵 | 千 | 百 | 十 | 元 | | 千 | | 百 | 十 | 元 | 萬 | | 千 | 百 | 十 | 元 | |
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| 出差人 | | | | 單位主任 | | | 人事主任 | | | | | | | | 主計主任 | | | | | | 校　長 | | | | |