**國 立 中 山 大 學**

**身分證字號(ID)：**

**郵局帳號或銀行帳號Postal or Bank account:**

**國外出差旅費報告表**

Report on Expenses of Overseas Business Trip

**第　　頁共　　頁**

**Page \_\_\_, and a total of\_\_\_\_\_ pages**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **金 額**amount | | | | | | | **預算科目**budget code and name:  **□2302國外旅費 2302 Expenses of Overseas Business Trip**  **□2303大陸地區旅費2303 Expenses of Business Trip to China** | | | | | | | | | | | | | |
| **拾** | **萬** | **千** | | **百** | **十** | **元** |
|  |  |  | |  |  |  | **新台幣（大寫）：**  TWD | | | | | | | | | | | | | |
| **姓名**  name | | | | | | |  | | | **職稱**  professional title | |  | | | **職等**  rank of position | | | |  | |
| **出差事由**  purpose of the business trip | | | | | | |  | | | | | | | | | | | | | |
| **中華民國　　　年　　月　　日共計　　日 附單據　　張**  from \_\_\_\_\_\_\_\_ (YYYY/MM/DD) to \_\_\_\_\_\_\_\_ (YYYY/MM/DD, for \_\_\_\_\_\_ day(s)  number of attached receipts: \_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| **月**month | | | | | | | |  |  | |  | | |  | | |  | | | **總計(TWD)**  total |
| **日**day | | | | | | | |  |  | |  | | |  | | |  | | |
| **起訖地點**locations | | | | | | | |  |  | |  | | |  | | |  | | |
| **工作記要**work summary | | | | | | | |  |  | |  | | |  | | |  | | |
| **交通費**  transportation  expense | | | **飛機**airplane | | | | |  |  | |  | | |  | | |  | | | **交通費小計**  subtotal |
| **船舶** ship | | | | |  |  | |  | | |  | | |  | | |
| **長途大眾陸運工具**  long-distance  mass transit on land | | | | |  |  | |  | | |  | | |  | | |
| **生活費**daily allowance | | | | | | | |  |  | |  | | |  | | |  | | | **生活費小計**  subtotal |
| **辦公費**  business affairs expense | | | **手續費**  service fee | | | | |  |  | |  | | |  | | |  | | | **辦公費小計**  subtotal |
| **保險費**  insurance premium | | | | |  |  | |  | | |  | | |  | | |
| **行政費**  administrative fee | | | | |  |  | |  | | |  | | |  | | |
| **禮品交際及雜費**  gifts, entertainment, and  miscellaneous expense | | | | |  |  | |  | | |  | | |  | | |
| **依行政院國外出差旅費報支要點第九點扣除項目金額**  amount deducted in accordance with Article 9 of the *Executive Yuan’s* *Guidelines on the Reimbursement of Overseas Business Trips* | | | | | | | |  |  | |  | | |  | | |  | | | **扣除金額小計**subtotal |
| **□本次出差無其他來源供膳宿；報名或註冊等費用亦不含膳宿。**  Meals and accommodation of this trip are neither covered by other sources, nor by the registration or enrollment fee.  **□出差人為簡任第十二職等以上領有各該職等全額主管加給人員或合於「國立中山大學出國旅費支給要點」第五點第二項所列情形之一(請加填「出差人員搭乘交通工具座(艙)位聲明表」一併陳核)。**  *Declaration Form for Seat Classes of Transportation on Business Trips* shall be completed for reimbursement if those on the trip hold a senior supervisory rank (higher than the twelfth rank) and receive their corresponding full allowance, or meet the conditions stipulated in Paragraph 2 of Article 5 of the University’s *Guidelines on the Reimbursement of Overseas Business Trips.* | | | | | | | | | | | | | | | | | | | | |
| **單據號數**  serial number of attached receipts | | | | | | | |  |  | |  | |  | | |  | | | |  |
| **備　註**notes | | | | | | | |  |  | |  | |  | | |  | | | |  |
| **出 差 人**  applicant | | | | | | | | **計畫主持人**  project  principal investigator | | | **業務單位(系所主管)**  supervisor of  affiliated unit | | | | | | | **校長（授權主管）**  President/  authorized supervisor | | |
|  | | | | | | | |  | | |  | | | | | | |  | | |
| **主計室**Office of Accounting | | | | | | | | | **人事室**Office of Personnel Services | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | |

(主計室)113年08月01日修訂

Amended by the Office of Accounting on August 01, 2024

**註： 1.「政府支出憑證處理要點」第3點規定：各機關員工向機關申請支付款項，應本誠信原則對所提出之支出憑證之支付事實真實性負責，如有不實應負相關責任。**

Notes: 1. In accordance with Article 3 of the *Guidelines on Handling Receipts for Reimbursement within Agencies*, employees of

individual agencies shall uphold the authenticity of payment and receipts when applying for reimbursement, and be liable for any falsification.

**2.「1萬元以下」授權二級單位主管決行，「逾1萬元，15萬元以下」授權一級單位主管決行，「逾15萬元」陳送校長核定。**

2. Applications for reimbursement under TWD 10,000 shall be approved by the second-level supervisor. Those between TWD 10,000 and 150,000 shall be approved by the first-level supervisor, and those exceeding TWD 150,000 shall be approved by the President respectively.

**3. 生活費部分若邀請單位有提供膳宿或現金津貼，請依「****國外出差旅費報支要點」第九點規定核實報支。**

3. If inviting units offer meals and accommodation or cash allowance, the reimbursement for daily allowances shall be handled in accordance with Article 9 of the *Executive Yuan’s* *Guidelines on the Reimbursement of Overseas Business Trips*.