**高雄立中芸國民中學支出憑證粘貼用紙**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  |
|  |  | | |  |  |  |  |  |  |  |  |  |  |

**高雄市立中芸國民中學公假旅費報告表**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | | |  | | | 職稱 |  | | | 職等 | |  | |
| 公 假 事 由 | | |  | | | | | | | | | | |
| 中華民國 　年　　月　 　日共計　　 日附單據 　 　張 | | | | | | | | | | | | | |
| 月 | |  | |  |  | | |  |  | |  | |  |
| 日 | |  | |  |  | | |  |  | |  | |  |
| 起 訖 地 點 | |  | | | | | | | | | | | |
| 工 作 記 要 | |  | | | | | | | | | | | |
| 交通費 | 飛機 |  | |  |  | | |  |  | |  | |  |
| 汽車及捷運 |  | |  |  | | |  |  | |  | |  |
| 火車 |  | |  |  | | |  |  | |  | |  |
| 船舶 |  | |  |  | | |  |  | |  | |  |
| 住宿費 | |  | |  |  | | |  |  | |  | |  |
| 住宿費加計交通費  (旅行業代收轉付) | |  | |  |  | | |  |  | |  | |  |
| 雜費 | |  | |  |  | | |  |  | |  | |  |
| 單據號數 | |  | |  |  | | |  |  | |  | |  |
| 總　 計 | |  | |  |  | | |  |  | |  | |  |
| 備　 註 | |  | |  |  | | |  |  | |  | |  |
| 領款收據 | | 茲收到新台幣 仟 佰 拾 元整 具領人 (蓋章) | | | | | | | | | | | |

|  |  |  |  |  |
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| 公假人員 | 單位主管 | 人事室 | 會計室 | 機關首長或  授權代簽人 |