附件2-1

經濟部

支出憑證黏存單

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 預算科目 | 金額 | | | | | | 用途說明 |
|  | 十萬 | 萬 | 千 | 百 | 十 | 元 |  |
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員工國外出差旅費報告表

填報日期： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | |  | | | 職稱 |  | | | 等級（職等） | | |  | | |
| 事由：○○○年度新進國際經濟商務人員赴國外接受語文訓練（實體課程） | | | | | | | | | | | | | | |
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| ○○○年 | | 起迄地點 | 工作紀要 | 交通費 | | | 生  活  費 | 辦公費 | | | 單據號數 | | 總計 | 備考 |
| 月 | 日 | 飛 機 | | | 行  政  費 | | 雜費 |
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| 小計 | |  |  |  | | |  |  | |  |  | |  |  |
| 幣別換算 | | U.S.$○○○ 🞨匯率(○○)=N.T.$○○○ | | | | | | | | | | | | |
| 外幣： | | | | | | | | | | | | |
| 新台幣： | | | | | | | | | | | | |
| 合計 | | NT$： | | | | | | | | | | | | |

出差人 單位主管 主辦人事

人 員

本案所報各(該)員出差時間業經其單位

主管簽章證明屬實