裝訂線

---------------------------

財團法人台灣產業服務基金會

(乙式)憑證粘存單

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 委託單位： | | | | | | | | 請款日期： | | | | | |
| 計畫名稱： | | | | | | | | 編 號： | | | | | |
| 傳票號碼 | | 發票  總額  收據 | 億 | 千 | | 百 | 十 | | 萬 | 千 | 百 | 十 | 元 |
|  |  | |  |  | |  |  |  |  |  |
| 用  途 |  | | 付  款  方  式 |  | 零用金： | | | | | | | | |
|  | 現　金： | | | | | | | | |
|  | 支　票： 票號： | | | | | | | | |
| 支票抬頭： | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 董事長 | 總經理 | 主辦會計 | 會計審核 | 付款人 | 收款人 | 副總經理/  協理 | 經理/副理 | 經辦人員 |
|  |  |  |  |  |  |  |  |  |

財團法人台灣產業服務基金會旅費報告單

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 專案編號： |  | 填單日： |  | 年 |  | 月 |  | 日 |

|  |  |  |  |
| --- | --- | --- | --- |
| 姓 名 |  | 事 由 |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期 | | 起 | 訖 | 汽  車 | 捷  運 | 計  程 | 火  車 | 高  鐵 | 飛  機 | 旅 費 | | | 合 計 | 附原始憑證 張  備 註 |
| 月 | 日 | 交通費 | 宿 費 | 雜 費 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 合 計 | | | | | | | | | |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 核 准 |  | 會 計 |  | 報支人 |  |