旅費精算書

書類No.

|  |  |  |
| --- | --- | --- |
| 以下の通り、旅費の申請をお願いいたします。 | | |
|  | 申請日 |  |
| 出張先 | 所属 |  |
| 仮払金 | 氏名 | 印 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 交通費 | |  | | | | | |
| 月 | 日 | 明細 | 利用した交通機関（区間） | | | | 金 額 |
|  |  |  |  |  | ～ |  | 0 |
|  |  |  |  |  | ～ |  | 0 |
|  |  |  |  |  | ～ |  | 0 |
|  |  |  |  |  | ～ |  | 0 |
|  |  |  |  |  | ～ |  | 0 |
|  |  |  |  |  | ～ |  | 0 |
|  |  |  |  |  | ～ |  | 0 |
|  |  |  |  |  | ～ |  | 0 |
|  |  |  |  |  | ～ |  | 0 |
| 合 計 | | | | | | | 0 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 宿泊費 | |  | | | |
| 月 | 日 | 宿泊先 | 宿泊費 | その他経費 | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 小計 | | | 0 |  | 0 |
| 合 計 | | | | | 0 |

|  |
| --- |
| 交通費+宿泊費 |
| 0 |

|  |  |
| --- | --- |
| 査印 | 査印 |
|  |  |