

國立中山大學學生出差申請單 (國內 Domestic 國外 Abroad 出差用 For business trip)

NYSYSU Student Take a Business Trip Application Form

1、凡本校學生因公出差者，依照「學生請假規定」暨「國內外出差旅費報支要點」規定須事先辦理，並應於出差完畢後十五日內檢具出差旅費報告表及相關書據報核。

Students on business trips are required to apply for leave in accordance with the "Regulations on students' leave" and "key points for reporting travel expenses at domestic and abroad", and the travel expense report form and related documents shall be submitted for approval within 15 days after the completion of the business trip.

2、學生陳送出差申請單時，必須併陳學生請假單及檢附有關文件，以憑轉報。

When students submit the application form for business trip, they must also present the application form for leave and attach relevant documents for transfer.

如出差期間有課程務必辦理請假程序。

If there are courses during the business trip, you must apply for leave procedures.

學生姓名 Name		學號 St. No.		系所 Department	
出差事由 Reason of business trip				連絡電話 Phone Number	
出差地點 Place of business trip			出差起迄日期/天數 Period of business trip	自 From 年 Y 月 M 日 D 起 共 天 ~ 至 End 年 Y 月 M 日 D 止 All Days	
經費來源 Source of funds (請務必填註) Please must fill in			檢附文件 Relevant documents attached		
擬乘交通工具 Proposed vehicle (請以打「V」註記) Please mark it with V	<input type="checkbox"/> 汽車 car <input type="checkbox"/> 捷運 MRT <input type="checkbox"/> 火車 Train <input type="checkbox"/> 高鐵 High speed rail <input type="checkbox"/> 飛機 Airplane <input type="checkbox"/> 船舶 ship <input type="checkbox"/> 計程車 Taxi				
搭乘計程車原因 Reasons for taking a taxi (單趟 400 元為限) Limited to 400 yuan per trip ※檢據核銷 Verification of inspection receipt	※凡公民營汽車到達地區，除因業務需要，經機關核准者外，其搭乘計程車之費用，不得報支。 Where a citizen's car arrives at an area, the cost of taking a taxi shall not be reported except for business needs and approval of the authority.				
初審 Checked by	導師或指導教授 (計畫主持人、業務承辦人) A mentor or professor (Project host, Business undertaker)		系所主管 (業務主管) Department head (Business Director)		
國外出差審核 Business trip abroad Checked by	申請「 國外 」出差者加會下列欄位， 國內出差免會 。 The following column will be added to the application for "Abroad" business trip.				
1、境外生(僑生、陸生、外籍生)出國，須加會僑外組。其他身分不需加會僑外組。 Overseas students (overseas students, terrestrial students, foreign students) going abroad should checked by OIA.DOIDS.A.					
2、役男出國須加會學務處， 並請記得申請役男出境 。 The perform ROC. military service men going abroad should checked by OSA.SAD, and remember to apply for going abroad.					
一級行政或學術主管 The academic/administrative executive		國際處僑外組：OIA.DOIDS.A： (境外生需加會，其他身分免會) Overseas students (overseas students, terrestrial students, foreign students)		學務處(請申請者勾選身分) <input type="checkbox"/> 尚未服役的役男-需加會。 Not yet in service. <input type="checkbox"/> 役畢、免役、女生與外籍生-不需加會。Completion of service、No service、Girl and Foreign students.	
核定 Verification (國內:授權系所主管) Domestic: Authorized Supervisor (國外:授權學務長) Abroad: Dean of Student Affairs					
中華民國 ROC. 年 Y 月 M 日 D 填報人 Name: _____ (簽章 Signature)					