

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)

NSYSU 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.

※ 出差若為公假，請系所於假單會簽單位處蓋系所章戳。

If the business trip is a public holiday, please stamp at the counter signing unit

※ 請假時若無課程請於請假單第一聯處註明無課程。

If there is no course when you ask for leave, please indicate that there is no course on the first page of the leave application form.

學生姓名 Name	學號 St. No.	系所 Department
出差事由 Reason of business trip	檢附文件 Relevant documents attached	
出差地點 Place of business trip	出差起迄日期及天數 Period of business trip	自 From 起 年 Y 月 M 日 D 共 All 天 Day(s) 至 End 止
經費來源 Source of funds (請務必填註) Please must fill in	連絡電話 Phone Number	
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 250 元為限) Limited to 250 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.	
審核 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)
	申請「國外」出差者需加會下列欄位。僅役男出國須加會生輔組，其他身分不需加會生輔組。 The following column will be added to the application for "Abroad" business trip. Only perform ROC. military service men going abroad should be checked by OSA.SAD,others exemption.	
	院長 Dean	學務處生輔組：役男出國請記得申請役男出境。 OSA. SAD.: Not yet in service student, Please remember to apply for going abroad. (請勾選) <input type="checkbox"/> 尚未服役的役男，出國需加會。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 (校長或授權主管) Principal or authorized Supervisor		
中華民國 ROC.	年 Y 月 M 日 D	填報人 Name (簽章 Signature)

備註：1、國內出差核定權責 Approval of domestic business trip：系所主管(業務主管) Department head(Business Director)。

2、國外出差核定權責 Approval of Abroad business trip：校長或授權主管(學務長)。Principal or authorized Supervisor(Dean of Student Affairs)