**＊當要出國時**

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| 項目 | 相關規定 | 應備表件資料 | 辦理時間　 | 備註 |
| 出國旅遊 | 1.公立學校教職員申請出國觀光，為免影響業務，宜盡量利用寒暑假期間為原則並陳請 校長核准，始得出國。2.出國期間應遵守政府有關法令規定，一切言行絕不違背國家利益。  | [出國申請表](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C%E5%90%84%E9%A0%85%E8%A1%A8%E6%A0%BC%5C%E8%98%AD%E5%A5%B3%E6%95%99%E8%81%B7%E5%93%A1%E5%87%BA%E5%9C%8B%E7%94%B3%E8%AB%8B%E5%96%AE.doc)　 | 出國前 |   |
| 赴大陸地區 | 公務員暨教師兼行政人員赴大陸地區須填寫「簡任第十職等及警監四階以下未涉及國家安全機密之公務員赴大陸地區申請表」並於返臺上班後1星期內填具返臺意見反映表送人室室備查。 | 1.[赴大陸申請表](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C11%E5%B8%B8%E7%94%A8%E8%A1%A8%E5%96%AE.files%5C%E8%B5%B4%E5%A4%A7%E9%99%B8%E7%94%B3%E8%AB%8B%E8%A1%A8.doc)2.[返臺意見反應表](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C%E5%90%84%E9%A0%85%E8%A1%A8%E6%A0%BC%5C%E8%B5%B4%E5%A4%A7%E9%99%B8%E5%9C%B0%E5%8D%80%E7%94%B3%E8%AB%8B%E8%A1%A8%E5%8F%8A%E8%BF%94%E5%8F%B0%E6%84%8F%E8%A6%8B%E8%A1%A8.doc)  | 赴大陸地區前 |   |
| 因公出國 |   | [校長出國通報單](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C1%E6%AC%8A%E7%9B%8A%E5%B0%88%E5%8D%80.files%5C%E6%A0%A1%E9%95%B7%E5%87%BA%E5%9C%8B%E9%80%9A%E5%A0%B1%E5%96%AE%281020618%E4%BF%AE%E6%AD%A3%29.doc) |   |   |