**＊當要出差時**

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| 項目 | 相關規定 | 應備表件資料 | 辦理時間　 | 備註 |
| 差假 給付 | 1.因公奉派出差報支旅費： 旅費分為交通費、住宿費及膳雜費，按出差人員職務等級報。 2.未前一日出發或公差當日結束後即返回未留宿者，請勿報支該前後住宿費及膳雜費，以免因虛報而觸法。 | 1. [員工公差(假)請示單及旅費報告單](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%E5%93%A1%E5%B7%A5%E5%85%AC%E5%B7%AE%28%E5%81%87%29%E8%AB%8B%E7%A4%BA%E5%96%AE%E5%8F%8A%E6%97%85%E8%B2%BB%E5%A0%B1%E5%91%8A%E5%96%AE%28103.7.7%E4%BF%AE%E6%AD%A3%29.doc)       | 出差事畢，應於十五日內檢具出差旅費報告表，連同有關書據，一併報請各機關審核。 | 1.[本校支給標準及補充規定](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C10%E6%B3%95%E4%BB%A4%E8%A6%8F%E7%AB%A0.files%5C%E5%9C%8B%E5%85%A7%E5%87%BA%E5%B7%AE%E6%97%85%E8%B2%BB%E5%A0%B1%E6%94%AF%E8%A6%81%E9%BB%9E%281030707%E4%BF%AE%29%5B1%5D.doc)。 2..[國內出差旅費報支要點](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C10%E6%B3%95%E4%BB%A4%E8%A6%8F%E7%AB%A0.files%5C%E5%9C%8B%E5%85%A7%E5%87%BA%E5%B7%AE%E6%97%85%E8%B2%BB%E5%A0%B1%E6%94%AF%E8%A6%81%E9%BB%9E%281030707%E4%BF%AE%29%5B1%5D.doc) |