旅 費 精 算 書

提出日 年 月 日 No.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 所属 | | |  | | | | | 氏名 | | | 印 | | | | | 確認印 | | | 確認印 | | 確認印 |
| 出張先 | | |  | | | | | 用件 | | |  | | | | |  | | |  | |  |
| 出張期間 | | | 年 　 月 　 日 ～ 年 　 月 　 日 まで 日間 | | | | | | | | | | | | |
| 月 | 日 | 発 地 | | | 着 地 | 交 通 費 | | | 日 当 | | | 宿 泊 料 | | | 業 務 費 | | | | | 備 考 | |
| 便名・種別 | 金 額 | | 金　　額 | | | 宿 舎 名 | 金 額 | | 使 途 | | | 金 額 | |
|  |  |  | | |  |  |  | |  | | |  |  | |  | | |  | |  | |
|  |  |  | | |  |  |  | |  | | |  |  | |  | | |  | |  | |
|  |  |  | | |  |  |  | |  | | |  |  | |  | | |  | |  | |
|  |  |  | | |  |  |  | |  | | |  |  | |  | | |  | |  | |
|  |  |  | | |  |  |  | |  | | |  |  | |  | | |  | |  | |
|  |  |  | | |  |  |  | |  | | |  |  | |  | | |  | |  | |
|  |  |  | | |  |  |  | |  | | |  |  | |  | | |  | |  | |
|  |  |  | | |  |  |  | |  | | |  |  | |  | | |  | |  | |
| 小 計 | | | | | | |  | |  | | |  |  | |  | | |  | |  | |
| 旅 費 総 額 | | | | 円 | | | 仮払金 ／ | | | 円 | | | | 差引戻･払額 | | | 円 | | | | |

＊本精算書は、領収証など支払の事実が確認できる資料を添付して提出すること。