令和　　　　年　　　　月　　　　日

旅費清算書

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| 出張先 | |  | | | | | | | | | | | | | |
| 出張スケジュール | | | | | | | | | | | | | | | |
| 期間 | | | | 訪問先 | | | | 用件 | | | 宿泊地 | | | | |
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| 旅費明細 | | | | | | | | | | | | | | | |
| 日当 | | | | | | | | 宿泊料 | | | | | | | |
| 日当 | | | 単価 | | 数 | | 金額 | 宿泊料 | | 単価 | | | 数 | | 金額 |
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| 日当合計 | | | | | | |  | 宿泊料合計 | | | | | | |  |
| 交通費その他出張中の支出 | | | | | | | | | | | | | | | |
| 日付 | 区分 | | | | | 摘要 | | | | | | 金額 | | | |
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| 旅費清算額 | | | | | | | | | | | | | | | |
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|  | | | | | | | | 交通費その他出張中の支出 | | | | | |  | |
|  | | | | | | | | 仮払金 | | | | | |  | |
|  | | | | | | | | 差引支払額 | | | | | |  | |