出張報告書

氏名　　　　　　　　　　㊞

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| 期　　間 | 月　　日　　時〜　　月　　日　　時 | | | | | 日間 | |
| 期　　日 | 行先 | | 用件 | | | | |
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| 交通費明細 | | | | | | | |
| 乗車区間 | 線名 | 運賃 | 利用区分 | | 料金 | | 合計金額 |
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| 日　当 | ＠ | 日 |  | | 交通費計 | | 円 |
| 宿泊料 | ＠ | 日 |  | |  | |  |
| 計 | 円 | |  | 精算 | 総額 | | 円 |
|  |  |  |  | 仮払 | | 円 |
|  |  |  |  | 差引 | | 円 |