交通費精算書

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| 期　間 | | 令和　　　　年　　　　月分 | | | | | | | | | | | |
| 精算日 | | 令和　　　　年　　　　月　　　　日 | | | | | | | | | | | |
| 所　属 | |  | | | | 氏　名 | |  | | | | | |
|  | | | | | | | | | | | | | |
| 明　　細 | | | | | | | | | | | | | |
| 日　付 | | 区　分 | 行　先 | | 訪問先 | | 業務内容 | | | | | 金　額 | |
| （例） | | ＪＲ | 西宿 | | ◯◯◯◯株式会社 | | 打合せ | | | | | 450円 | |
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| 精　　算 | | | | | | | | | | | | | |
| 支払日 | | 支払資金 | | 備　考 | | | | | 支払金額 | | 確認印 | | 受取印 |
| （例） | | 小口現金 | |  | | | | | 450円 | |  | |  |
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