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| 出張旅費伺い書・精算書（宿泊・日帰り） | | | | | | | | | | | | | | |  | | |
| 決裁 | | |
| 【出張旅費伺い書】 | | | | | | | | | | | | | | | 社長 |  | 総務 |
| 記入日 | | 月　　日 | | 出張者 | |  | | | | | ㊞ | | | |  |  |  |
| 出張先 | |  | | | | | | | | | 月　　日から | | | | |  | 日間 |
| 事由 | |  | | | | | | | | | 月　　日まで | | | | |
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|  | | | | | | | | | | | | | | | 社長 |  | 総務 |
| 【出張旅費請求書】 | | | |  | | | | 精算額 | |  | | |  | |  |  |  |
| 月 | 日（曜） | | 出発地 | | 到着地 | | ＪＲ運賃 | | 特急運賃 | 航空運賃 | | 宿泊 | | | | 日当 | |
| 急行運賃 | 泊数 | | 金額 | |
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| 小計 | | | | | | |  | |  |  | |  | |  | |  | |
| 支払方法 | | | □　銀行振込 | | | | | | □　現金郵送 | | | | | | | □　現金 | |
| 口座名・番号 | |  | | | | 住所 |  | | | | | |