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| 旅行命令（依頼）簿 | | | | | | | | | 旅行命令番号： | | | | | | | | |
| 命令簿作成日：令和　　年　　月　　日 | | | | | | | | |
| 変更簿作成日：令和　　年　　月　　日 | | | | | | | | |
| 旅行命令 |  | | | | | | | | 命令変更 |  | | | | | | | |
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| 決裁日：令和　　年　　月　　日 | | | | | | | | 決裁日：令和　　年　　月　　日 | | | | | | | |
| 用務 | | |  | | | | | | | | | | | | | | |
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| 日付 | | | 出発地 | | | 経路 | | | | | | | 到着地 | | | 泊数 | |
| 月　日 | | |  | | |  | | | | | | |  | | |  | |
| 月　日 | | |  | | |  | | | | | | |  | | |  | |
| 月　日 | | |  | | |  | | | | | | |  | | |  | |
| 月　日 | | |  | | |  | | | | | | |  | | |  | |
| 月　日 | | |  | | |  | | | | | | |  | | |  | |
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| 月　日 | | |  | | |  | | | | | | |  | | |  | |
| 受命者 | | | | | | | | | | | | | | | | | |
| No. | | 所属 | | | 職名 | | 氏名 | | | | 種別 | 旅費支給額 | | | 備考 | | |
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| 利用交通機関 | | | | | | | | | | | | | | | | | |
| １公用車　２自家用車・同乗　３乗合バス　４高速バス　５鉄道 | | | | | | | | | | | | | | | | | |
| ６船舶　７航空機　８その他（　　　　　　　　　　　　　　　　　　　　　　） | | | | | | | | | | | | | | | | | |
| 摘要 | | | | | | | | | | | | | | | | | |
| （特別承認等） | | | | | | | | | | | | | | | | | |
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| （変更理由） | | | | | | | | | | | | | | | | | |
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|  | | | | 旅行 完結 | | | | 令和　　年　　月　　日 | | | | | | 精算完結 | | |  |