様式第30号

出張命令書（決裁日　　　年　　　月　　　日）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| （合議） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 課名 | | | | | | |  | |  |  |  | | | |
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| 職名 | | | | | | | 債権者登録番号 | | | | | | | | | | | | | | | | | 氏名 | | | | | | | | | | | | | | | | | | |  | | 旅費内訳 | | | | | | | | | | | | | | | |
|  | | |  | |  | |  | |  | |  | |  | |  | |  | | 区分 | | | | | | | 区間 | | | | 基準 | | | 金額 | |
| 期間 | | | | 年　　月　　日から　　月　　日まで（　泊　日） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | 運賃 | | | | ～ | | | | ㎞ | | | 円 | |
| 出張先（経路順） | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | ～ | | | |  | | | 円 | |
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| 出張用件 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| （会期　／　～　／　） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 摘要  (１)　支出区分（１　概算払　２　精算払）  (２)　随行旅行（　　　）  (３)　空路（１　往復　２　片道）  （　　　）から（　　　）まで  (４)　公用車等利用（１　往復　２　片道）  (５)　他団体等負担（１　乗車賃 ２　日当 ３　宿泊料 ４　全額）  団体名等（　　　　　　　　　　　　）金額　　　　　円 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | その他 | | |  | | | | ～ | | | |  | | | 円 | |
|  | |  | | | | ～ | | | |  | | | 円 | |
|  | | 水路 | | | | | | | ～ | | | |  | | | 円 | |
|  | | 陸路 | | | | | | | ～ | | | | ㎞ | | | 円 | |
|  | | 日当 | | | | | | | 日 | | | | 円 | | | 円 | |
|  | | 宿泊料 | | | | | | | 夜 | | | | 円 | | | 円 | |
|  | | 摘要 | | | | | | | | | | 旅費合計 | | | | 円 | |
|  | | 打切額 | | | | 円 | |
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| 予算科目 | 年度 | | 会計 | | | 区分 | | 款 | | | | | 項 | | | | 目 | | | | 事細業 | | | | | | | | | 節 | | 細節 | | | 予算番号 | | | | | | |  | | 旅費計算 | | | | | 出勤簿整理 | | | | 審査 | | | |  |
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