様式第31号

追給額返納額

出張命令（変更・取消）精算内訳書（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 | | | | | | | | | | | | | | | |
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| 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　／　～　／　） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 理由 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | その他 | | |  | | | | ～ | | | | |  | | 円 | |
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|  | | 陸路 | | | | | | | ～ | | | | | ㎞ | | 円 | |
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|  | | 宿泊料 | | | | | | | 夜 | | | | | 円 | | 円 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | 摘要 | | | | | | | | | | 概算額 | | | | 円 | |
|  | | 精算額 | | | | 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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|  | |  | | | | |  | | | |  | | |  | □旅費支出前取消 | | | |