別記様式（第6条関係）

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|  | | | | | | | | | | | | | | | | | 出張命令旅費領収書  　　年　　月　　日　起票  概算、精算、返納 | | | | | | | | | | | |  | | | | | | | | | | |
| 支出命令 | | | | |  | | | | | | | | | | | | 出張命令 | | | |  | | | | | | |
| 助役 | | | | | 総務課長 | | 主管課長 | | | | | 係 | | | | | 町長 | | | | 助役 | | 総務課長 | | | 主管課長 |  |
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| 出張者 | | | | 所属課 | | |  | | | | | | | | | | | | 職 | | |  | | | | | | | | 氏名 | | | |  | | | 年度 | | |
| 行先 | | | |  | | | | | | | | | | | | | | | | 用件 | | | | |  | | | | | | | | | | | |
| 款 | | |
| 出発  年月日 | | | | ・　　　・ | | | | | | | | | 帰庁  年月日 | | | | | ・　　　・ | | | | | | | | | 予定日数 | | | | |  | | | | |
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| 旅費 | 汽車賃 | | | | | | | 船賃 | | | | | | | 車賃 | | | | | | | | | 日当 | | | | 宿泊料 | | | | | | 支給額 | | |
| 目 | | |
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| 概算払 | | | | | | | | | | | 精算額 | | | | | | | | | | | | 追給額 | | | | | | | | 返納額 | | | | | |
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| これは、出張旅費として領収しました。 | | | | | | | | | | | | | | | | | | | | | | | 年　　月　　日  職氏名印 | | | | | | | | | | | | | | | | |
| 収入役 | | |  | | | | | | | | | | | | | | | | | | | |
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| 日南町収入役　　　　殿 | | | | | | | | | | |  | | | | | | | | | |  | | | | |  | | | | | | | | | |  | | | |
| 復記 | | | | | | | | | |
| 執行簿  № | | 支出  № | | | | 別紙添  付書枚数  ※ | | | | 証憑枚数  ※ | | | | 節の月計  ※ | | 照合 | | | | |
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| 出張命令書  　　　　年　　月　　日起票 | | | | | | | | | | | | | 出張命令 | |
| 町長 | | 助役 | | | 総務課長 | | | 主管課長 | |  |
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| 会計区分 |  | | | 年度 | | 年度 | | |  | | | |
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| 出張者 | | 所属課 |  | | | | | 職名 |  | | | | | 氏名 | | | 印 | | | | | | |
| 行先 | |  | | | | | | | 用件 | |  | | | | | | | | | | | | |
| 出発年月日 | | 年　　　月　　　日 | | | | | 帰庁年月日 | | | 年　　　月　　　日 | | | | | | | | | 予定日数 | | | 日  （　　泊　　日） | |
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| 旅費 | | 汽車賃 | | | 船賃 | | 車馬賃 | | | | | 日当 | | | | 宿泊料 | | | | 支給額 | | | |
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| 出張復命 | | | | | | | | | | | | | | | | | | | | | | | |
| （復命大要） | | | | | | | | | | | | | | | | | | | | | | | |
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