旅費概算精算請求書

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 殿  下記のとおり旅費を請求します。 | | | | | | | | | | | 年　　　月　　　日 | | | | | | | | | | | | | | |
| 請求者 所属施設 | | | | | | | | | | | | | | |
| 氏　　名 | | | | | | | | | | | | | | |
| 用務地 | | | | | | | | | | | 用務の内容 | | | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | | | | | | |
| 概算額 | | | | | 精算額 | | | | | | 追給額 | | | | | 返納額 | | | | | | | | | |
|  | | | | |  | | | | | |  | | | | |  | | | | | | | | | |
| 年月日 | 出発地 | 経路 | 到着地 | 宿泊地 | | 鉄　道　賃 | | | | | | 船賃 | | | | | 航空賃 | 車　賃 | | 日　当 | | 宿泊料 | | 食卓料 | |
| 路程 | 運賃 | 急行  料金 | 特別車  両料金  その他 | 計 | | 夜数 | 定額 | 特別  船室  料金 | 計 | | 定額 | 実費額 | 日数 | 定額 | 夜数 | 定額 | 夜数 | 定額 |
|  |  |  |  |  | | ㎞ | 円 | 円 | 円 | 円 | | 夜 | 円 | 円 | 円 | | 円 | ㎞ | 円 | 日 | 円 | 夜 | 円 | 夜 | 円 |
|  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 合　　　計 | | | | | |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  |
| 上記の金額を領収しました。 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 年　　　月　　　日 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 氏　名 | | | | | | | | | | | | | | | | | | | | | | | | | |

※駅名、経路、交通機関（電車、バスなど）を明確にすること。