参考出所：　大関ひろ美執筆参加　「雇用形態別　人事労務の手続きと書式・文例」　（新日本法規出版）

出張精算書

平成　　年　　月　　日

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| 出張先 |  | 所属 |  |
| 用件 |  | 氏名 |  |
| 出張期間 | ～ | | |

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| 便名・種別 | 金額 | 宿泊先 | 金額 |
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| 月日 | 業務費 | | 日当 | 備考   |  | | --- | | 認印 | |  | | 認印 | |  | |
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| 旅費総額 | 仮払金 | 差引戻・払額 |
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