**差旅計畫變更表**

**公司名稱：**

金額單位：元

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **出差事由** | **地 區** | **人次**  **（A）** | **差旅費用（B）** | | | | | **小計**  **（A×B）** |
| **機票** | **車資** | **住宿** | **膳雜** | **其他** |
| **變更前** |  |  |  |  | | | | |  |
|  |  |  |  | | | | |  |
|  |  |  |  | | | | |  |
|  |  |  |  | | | | |  |
|  |  |  |  | | | | |  |
| **變更後** |  |  |  |  | | | | |  |
|  |  |  |  | | | | |  |
|  |  |  |  | | | | |  |
|  |  |  |  | | | | |  |
|  |  |  |  | | | | |  |

註：1.變更原因應以條例式詳述說明。  
2.變更申請案如對原計畫其他內容有所影響，應請檢附相關資料補充說明變更之必要性。  
3.本表不敷使用請自行調整。