**交通費報銷表格**

**Staff Name:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **日期** | **交通路線** | **交通工具** | **交通費** | **行政簽署** |
| 11/9 | 例：由青衣到太子 | 例：巴士: 44號 | 例：$7.8 |  |
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請同事妥善保管此表格，並於一個月內找相關同事領取交通費。

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