**출장신청서**

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| **문서번호** |  | **결**  **재** |  |  |  |  |  |
| **작 성 일** |  |  |  |  |  |  |
| **발신부서** |  |
| **수신부서** |  | **합**  **의** |  |  |  |  |  |
| **참조부서** |  |  |  |  |  |  |
| **작 성 자** | 소속: 이름: |
| **제 목** |  | | | | | | |

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **출장자** | ­­ | | | **직책/직위/직급** |  | | **소속** |  | | | **사원번호** |  | | **출장목적** |  | | | **세부목적** |  | | **출장기간** | ○○○○년 ○○월 ○○일 ~ ○○○○년 ○○월 ○○일까지 (○○일간) | | | | | | **참고사항** | **지역구분** | **출장지** | **방문지** | | **출장기간** | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | **최종 예상**  **소요금액** | **\ 0,000,000원** | | | | | | **비고** | **1. 출장 전 출장계획서를 작성 후 반드시 첨부 부탁드립니다. 2. 숙박비, 식대, 교통비, 통신비, 접대비 등 사용 예상 비용을 세부적으로 기재 부탁드립니다. 3. 공항이동 등의 비용은 교통비 예산에 포함됩니다. 4. 해외출장 사전품의서는 출장 2주일 전까지 상신하는 것을 원칙으로 합니다.**   \* 출장담당자 : 00000팀 홍길동 | | | | | |