國立臺灣科技大學國內請假單

**National Taiwan University of Science and Technology**

**Leave Application Form**

限未有差勤系統權限者使用

For individuals without access to the university’s attendance system

申請日期： 年 月 日

Application date: day month year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 單位Unit |  | 姓名Name |  | 職稱Position | □博士後研究人員□研發替代役□其它：□Postdoctoral researcher □R&D substitute service personnel □Other: |
| 校內分機Internal extension number |  | 聯絡電話Contact number |  | 電子郵件Email |  |
| 假別Leave type | □出差　□公假 □公出地點（必填）：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□其他： □Business trip　□Official leave □Official business visitLocation (mandatory): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□Other: |
| 日期Date | 自　年　月　日　時　分起至　年　月　日　時　分止，計　日　時。From (day)(month)(year)(hour)(minute) to (day)(month)(year)(hour)(minute) Total day(s)\_\_\_　 hour(s)\_\_\_ |
| 備註Notes |  |
| 申請人Applicant | 職務代理人或計畫主持人Designated agent or principal investigator | 單位主管批示Approval of Supervisor |
|  |  |  |

附註：

1. 博士後研究員請假及出差等均毋須會辦人事室及主計室。
2. 本單不適用專任助理請假。
3. 國外請假、出差請至人事室網頁＞差勤管理，下載「出國請假單」填寫。
4. **核銷時，請檢附申請單正本併同相關憑證送主計室辦理。**

Note:

1. Postdoctoral researchers are not required to obtain approval from the Personnel Office or Accounting Office for leave or business trips.
2. This form is not applicable for full-time assistants.
3. To take leave and business trips abroad, please visit the Personnel Office website to download the “Overseas Leave Application Form” under “Attendance Management.”
4. **When requesting reimbursement, please submit the original application form along with relevant supporting documentation to the Accounting Office.**