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 visit  Location (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.**