令和　　　年　　　月　　　日提出

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| 部長 | 課長 | 経理 | 出納 |
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交通費精算書

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| 社員  コード |  | 所属 |  | 名前 |  |

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| 日付 | 行先・業務内容 | 交通手段 | 発～（経由）～着 | 金額 |
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| 期間 | 令和　年　月　日～令和　年　月　日  （　　　日間） | | 合計金額 |  |