学 友 自 治 会 専 用

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|  | 年 |  | 月 |  | 日 |

仮 払 申 請 書

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| 事務局長 | 事務局次長 | 学生課長 | 課長補佐 | 係 |  | 会長 | 会計 |  | 顧問 |
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| 申請者(所属団体) |  | (学籍番号) |  | (氏名) |  | 印 |

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| 今般 |  | の為、下記の通り |  | 月 |  | 日 | までに仮払頂きます様、申請致します。 |

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| 品　名　他 | | | | | 数　量 | | 単　価 | | | 金　額 | | | | | | 摘　要　　理　由　等 | | | | | | |
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| 合計 | | | | |  | |  | | |  | | | | | |
| 交　通　機　関 | | | | | | | | | | | | | | | | 宿　　泊 | | | | | | |
| 月日 | 区間 | | | | | 種類 | | 券の種類 | 運賃 | | 数量 | | 金額 | | | 月日 | 宿　泊　料　・　人　数 | | | | 金額 | |
| / | 自 |  | 至 |  | |  | |  |  | |  | |  | | 円 | / |  | 円× |  | 人 |  | 円 |
| / | 自 |  | 至 |  | |  | |  |  | |  | |  | | 円 | / |  | 円× |  | 人 |  | 円 |
| / | 自 |  | 至 |  | |  | |  |  | |  | |  | | 円 | / |  | 円× |  | 人 |  | 円 |
| / | 自 |  | 至 |  | |  | |  |  | |  | |  | | 円 | 泊 | 合計 |  | | | 円 | |
| / | 自 |  | 至 |  | |  | |  |  | |  | |  | | 円 | 備考 |  | | | | | |
| / | 自 |  | 至 |  | |  | |  |  | |  | |  | | 円 |
| / | 自 |  | 至 |  | |  | |  |  | |  | |  | | 円 |
| / | 自 |  | 至 |  | |  | |  |  | |  | |  | | 円 |
| 合計 | | | | | |  | | | | | | 円　( |  | 人分) | |

※顧問の承諾を受けた後、当該活動日の１か月前までに提出してください。

※「学内活動願」又は「学外活動願」に活動内容及び参加部員が確認できるものを添えて提出してください。

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| 費用合計 |  | 円 |

上記のとおり領収致しました。また、物品購入等の場合は購入した日から２週間以内に、遠征等の場合は帰着した日から２週間以内に精算致します。

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|  | 年 |  | 月 |  | 日 |  | 氏名 |  | 印 |