学 友 自 治 会 専 用

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|  | 年 |  | 月 |  | 日 |

仮 払 精 算 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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| --- | --- | --- | --- | --- | --- | --- |
| 精算者(所属団体) |  | (学籍番号) |  | (氏名) |  | 印 |

先般、仮払頂きました費用につきまして、下記のとおり精算致します。

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| 仮払金 |  | 円 |  | 精算金 |  | 円 |  | 差額 |  | 円 |

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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 |
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| 合計 | | | | | |  | | | | | | 円　( |  | 人分) | |

※顧問の承諾を受けた後、当該活動後又は物品購入後から２週間以内に提出してください。

※活動内容等の詳細が分かる資料を添付してください。

上記のとおり領収、返納致しました。

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|  | 年 |  | 月 |  | 日 |  | 氏名 |  | 印 |