

主旨：重申關於國外出差旅費機票款報支規定。

出差人員交通費之報支，機票部分，應檢附憑證為下列3項，缺一不可。

1. 機票票根或電子機票，2擇1。
2. 國際線航空機票購票證明單或旅行業代收轉付收據，2擇1。
3. 登機證存根。

**機票票根圖例**

NON-REFUNDABLE NON-REFUND		TPE/TPE SITI		43391174 W35PCW3	
VALID ON FLT/DATE SHOWN ONLY		LIGHT COUPON No. 2		AIR HAAU TPE	
YBENZKAL KWNG				TPE1D1	
				DEV-02	
				12351	
TAIPEI	TPE	615	K	04DEC	1925
HAAU	HAAU	606	K	04DEC	0905
TAIPEI	TPE	VOID	VOID	VOID	VOID
VOID	VOID	VOID	VOID	VOID	VOID
TWD12007.00	M 04DEC02TPE NX HAAU NX TPE12007.00T012007.00END AT TWD00.00				
TW 300.00	MO NN TWD557.00NN				
VO 314.00					
XT 555.00					
TWD1336.00					
DP AGT34390008 DA0033981 CASH					
2 675 4411846785 4 0					

**電子機票圖例之一**

PASSENGER TICKET AND BAGGAGE CHECK		ETKT		PASSENGER RECEIPT 1 OF 1	
CHINA AIRLINES		YUEN/KAIKWONG		TAIPEI TPE	
NOT VALID FOR TRANSPORTATION		NOT VALID FOR TRANSPORTATION		HONG KONG HKS	
NON-REFUNDABLE RES. MAY NOT BE CHANGED		NON-REFUNDABLE RES. MAY NOT BE CHANGED		TAIPEI TPE	
TWD12215		TWD388TW		TWD25470	
TWD358HK		TWD13122		TWD13122	
EVA AIR		EVA AIR		EVA AIR	
YUAN/KAIKWONG		YUAN/KAIKWONG		YUAN/KAIKWONG	
NOT VALID FOR TRANSPORTATION		NOT VALID FOR TRANSPORTATION		NOT VALID FOR TRANSPORTATION	
TWD 12020		TWD 300		TWD 316	
TWD 12636		TWD 12636		TWD 12636	

電子機票圖例之二

ELECTRONIC TICKET  
PASSENGER ITINERARY/RECEIPT

NAME:

ETKT NBR: 675 9864803350

AIRLINE: AIR MACAU COMPANY LTD

ISSUING AGENT: APPLE T/S TAIPEI IN 01JBAAP

DATE OF ISSUE: 26AUG89

IATA: 34-100932

BOOKING REFERENCE: CIXWLU/18

BOOKING AGENT: F1J6AIR

INVOICE NBR: 0082171

TOUR CODE: DA045021

DATE	AIRLINE	FLT	CLASS	FARE BASIS	STATUS
31AUG	AIR MACAU COMPANY LTD	519	ECONOMY/V	HBBEIM	CONFIRMED
	LV: TAIPEI		AT: 0825	DEPART: TERMINAL 1	
	AR: MACAU		AT: 1105		
	BAGS: 20K		VALID: 31AUG89-31AUG89		
02SEP	AIR MACAU COMPANY LTD	620	ECONOMY/V	HBBEIM	CONFIRMED
	LV: MACAU		AT: 1900		
	AR: TAIPEI		AT: 2045	ARRIVE: TERMINAL 1	
	BAGS: 20K		VALID: UNTIL 02SEP89		

ENDORSEMENTS: EX-TWN VLD FLT/DATE SHOWN ONLY, 0-7D.TPE/MHH EXCHNG FOR RTN  
./NON-END/VRT/RFND.MIN STAY WAIVED

FARE CALC: TPE NX HFM224.47NX TPZ224.47NOC440.94END ROE32.721 N7370WN990  
CR ./NON-END/VRT/RFND.MIN STAY WAIVED

FORM OF PAYMENT: CR

FARE: TWD14690

T/F/C: 100TX T/F/C: 8397 T/F/C: 1369XT

TOTAL: TWD16433

T/F/C: TAX/FEE/CHARGE

AIRLINE CODE

NX-AIR MACAU COMPANY LTD REF: HNEYP

NOTICE

CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO  
CONDITIONS OF CONTRACT, WHICH ARE HEREBY INCORPORATED BY REFERENCE.  
THESE CONDITIONS MAY BE OBTAINED FROM THE ISSUING CARRIER.

WE RECOMMEND THAT YOU CARRY THIS RECEIPT WITH YOU IN CASE YOU MAY BE  
REQUIRED TO SHOW YOUR PROOF OF PURCHASE TO THE IMMIGRATION OR ANY OTHER  
THIRD PARTY.

