**文藻外語大學**

**重要會議請假單**

**Wenzao Ursuline University of Languages**

**Application for Leave from Important Meetings**

申請日期 / Date of Application： 　 年(yr.) 　　月(m.) 　　日(d.)

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| --- | --- | --- | --- | --- | --- |
| 申請人簽名/Applicant’s Signature |  | 系(所)、中心Department |  | 職稱(會議身分) Position |  |
| 會議名稱/Meeting Title |  |
| 會議日期/Meeting Date | 年(yyyy) 月(mm) 日(dd) |
| 請假事由/Reasons |  |
| 代理人簽章Deputy’s Signature |  |
| 申請人單位主管簽章Head of Department’s Signature |  |
| 會議承辦單位Office / Departmental Meeting Representative’s Signature |  |
| 核示Meeting Chairperson’s Signature |  |

**申請程序/ Procedure：**

**申請人/ Applicant→代理人/ Deputy→單位主管/ Head of Department→會議承辦單位/ Office / Departmental Representative→核示Meeting Chairperson**