**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.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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**