**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 |  | | | | |
| 請假事由  Reasons |  | | | | |
| 代理人簽章  Deputy’s Signature |  | | | | |
| 會議承辦單位  Office / Departmental Representative |  | | | | |
| 會議主席  Meeting Chairperson |  | | | | |

**申請程序/ Procedure：**

**申請人/ Applicant→代理人/ Deputy→會議承辦單位/ Office / Departmental Representative→會議主席Meeting Chairperson**