**文藻外語大學**

**翻譯系會議請假單**

**Wenzao Ursuline University of Languages**

**Application for Leave from T&I Department**

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  Position |  |
| 會議名稱/  Meeting Title |  | | | | |
| 會議日期/  Meeting Date | 年(yyyy) 月(mm) 日(dd) | | | | |
| 請假事由/  Reasons |  | | | | |
| 申請人單位主管簽章  Head of Department’s Signature |  | | | | |
| 核示  Meeting Chairperson’s Signature |  | | | | |

**申請程序/ Procedure：**

**申請人/ Applicant→單位主管/ Head of Department →核示Meeting Chairperson**