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| Ciudad y Fecha: | | | | | |  | | | | | | | | | | | | | |
| Nombre del Empleado: | | | | | | |  | | | | | | | | | | | | |
| No de Cédula: | | | | |  | | | Departamento: | | |  | | | | | | | | |
| Cargo: | | |  | | | | | | | | | | | C. Costo: | | | |  | |
| Destino: | | |  | | | | | | | | | | | | | | | | |
| Motivo del Viaje: | | | | | |  | | | | | | | | | | | | | |
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| Fecha de Ida: | | | | |  | | | | Fecha de Regreso: | | | | | | |  | | | |
| **RELACION DE GASTOS** | | | | | | | | | | | | | Pasajes | Alimentación | Hotel | Transporte | Comunicac. | Otros | **Valor Total** |
| **Fecha** | | | | **Nit / Cédula** | | | **Detalle del Tercero** | | | | | **Factura No** |
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| Observaciones: | | | | | | | | | | Subtotal de gastos de viaje | | | | | | | | | $ |
|  | | | | | | | | | | Anticipo recibido | | | | | | | | | $ |
|  | | | | | | | | | | Saldo a favor de la empresa | | | | | | | | | $ |
|  | | | | | | | | | | Saldo a favor del empleado | | | | | | | | | $ |
|  | | | | | | | | | | Firma del empleado | | | | | Aprobado por | | | | |
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**LEGALIZACION DE ANTICIPO GASTOS DE VIAJES**