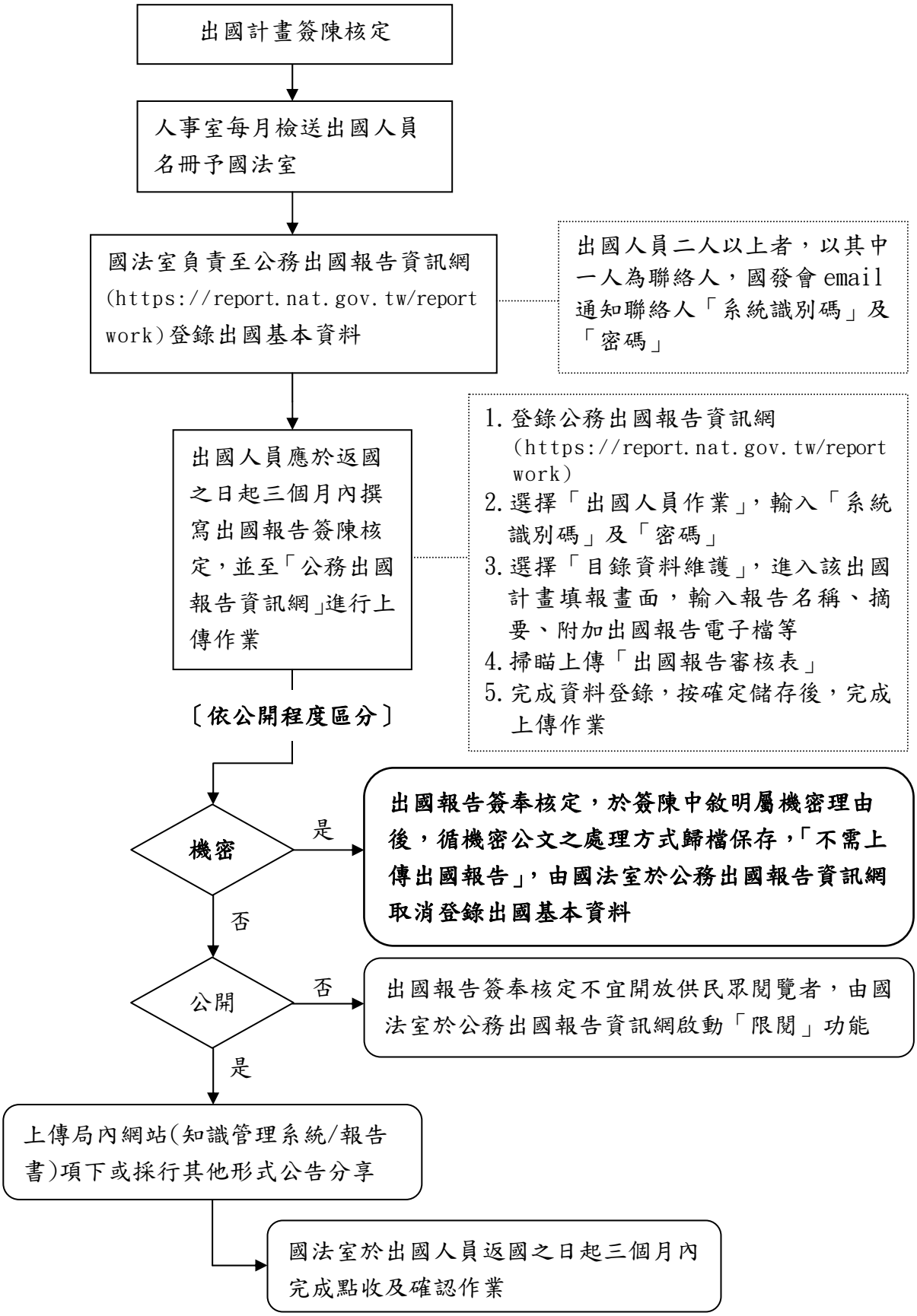
附 件 一

出國報告作業流程