### Унифицированная форма № Т-10

Утверждена постановлением Госкомстата РФ

от 5 января 2004 г. № 1

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | Код |
|  | Форма по ОКУД | | 0301024 |
|  | | по ОКПО |  |
| наименование организации | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Номер документа | Дата составления |
|  | **КОМАНДИРОВОЧНОЕ УДОСТОВЕРЕНИЕ** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | Табельный номер |
| Работник | |  | | |  |
| фамилия, имя, отчество | | | | | |
|  | | | | | |
| структурное подразделение | | | | | |
|  | | | | | |
| должность (специальность, профессия) | | | | | |
| командируется в | | |  | | |
| место назначения (страна, город, организация) | | | | | |
|  | | | | | |
|  | | | | | |
| для |  | | | | |
| цель командировки | | | | | |
|  | | | | | |
|  | | | | | |
| на |  | | | календарных дней (не считая времени нахождения в пути) | |
|  |  | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| с | “ |  | ” |  | 20 |  | г. по | “ |  | ” |  | 20 |  | г. |

|  |  |
| --- | --- |
| Действительно по предъявлении паспорта или заменяющего его документа |  |
|  | наименование, серия, номер |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Руководитель |  |  |  |  |  |
|  | должность |  | личная подпись |  | расшифровка подписи |

Оборотная сторона формы № Т-10

Отметки о выбытии в командировку, прибытии в пункты назначения, выбытии из них и прибытии в  
место постоянной работы:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Выбыл из | |  | | | | | | | | | |  | Прибыл в |  | | | | | | | | | |
|  |  |  | | | | | |  | | | | | | | | | | | | | | | |
| “ | | |  | ” |  | | | | 20 |  | г. |  |  | | “ |  | ” |  | | | 20 |  | г. |
|  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  |  | | | | |  |  | | | | | |  |  | | | |
| должность | | | | | |  | личная подпись | | | | |  | должность | | | | | |  | личная подпись | | | |
|  | | | | | | | | | | | |  |  | | | | | | | | | | |
| расшифровка подписи | | | | | | | | | | | |  | расшифровка подписи | | | | | | | | | | |
| М.П. | | | | | | | | | | | |  | М.П. | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Выбыл из | |  | | | | | | | | | |  | Прибыл в |  | | | | | | | | | |
|  |  |  | | | | | |  | | | | | | | | | | | | | | | |
| “ | | |  | ” |  | | | | 20 |  | г. |  |  | | “ |  | ” |  | | | 20 |  | г. |
|  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  |  | | | | |  |  | | | | | |  |  | | | |
| должность | | | | | |  | личная подпись | | | | |  | должность | | | | | |  | личная подпись | | | |
|  | | | | | | | | | | | |  |  | | | | | | | | | | |
| расшифровка подписи | | | | | | | | | | | |  | расшифровка подписи | | | | | | | | | | |
| М.П. | | | | | | | | | | | |  | М.П. | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Выбыл из | |  | | | | | | | | | |  | Прибыл в |  | | | | | | | | | |
|  |  |  | | | | | |  | | | | | | | | | | | | | | | |
| “ | | |  | ” |  | | | | 20 |  | г. |  |  | | “ |  | ” |  | | | 20 |  | г. |
|  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  |  | | | | |  |  | | | | | |  |  | | | |
| должность | | | | | |  | личная подпись | | | | |  | должность | | | | | |  | личная подпись | | | |
|  | | | | | | | | | | | |  |  | | | | | | | | | | |
| расшифровка подписи | | | | | | | | | | | |  | расшифровка подписи | | | | | | | | | | |
| М.П. | | | | | | | | | | | |  | М.П. | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Выбыл из | |  | | | | | | | | | |  | Прибыл в |  | | | | | | | | | |
|  |  |  | | | | | |  | | | | | | | | | | | | | | | |
| “ | | |  | ” |  | | | | 20 |  | г. |  |  | | “ |  | ” |  | | | 20 |  | г. |
|  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  |  | | | | |  |  | | | | | |  |  | | | |
| должность | | | | | |  | личная подпись | | | | |  | должность | | | | | |  | личная подпись | | | |
|  | | | | | | | | | | | |  |  | | | | | | | | | | |
| расшифровка подписи | | | | | | | | | | | |  | расшифровка подписи | | | | | | | | | | |
| М.П. | | | | | | | | | | | |  | М.П. | | | | | | | | | | |