差旅费报销单

附单据 张

年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 部 门 | | |  | | | | 出差人 | | | | |  | | | | | | | | | | |
| 出差事由 | | |  | | | | | | | | | | | | | | | | | | | |
| 出 发 | | | | | | 到 达 | | | | | | | | | | 交通  工具 | | 交通费 | | | | |
| 月 | 日 | 时 | | 地 点 | | 月 | | | 日 | 时 | | | 地 点 | | | 单据  张数 | | | | 金 额 |
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| 小 计 | | | | | | | | | | | | | | | | | | | | | |  |
| 其他费用 | | | 费用明细 | | 单据  张数 | | | 金 额 | | | | 出差补贴 | | 天数 | | | 人数 | | 标准 | | 金 额 | |
| 住宿费 | |  | | |  | | | |  | | |  | |  | |  | |
| 保险费 | |  | | |  | | | |  | | |  | |  | |  | |
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| 小 计 | | | | |  | | | | | | | 小 计 | | | | | | | | |  | |
| 合计金额 | | | | | （小写） （大写） | | | | | | | | | | | | | | | | | |
| 领导批示 | | | | | 分管领导 | | | | | | 财务审核 | | | | 科室负责人 | | | | | 经办人 | | |
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