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| 伙食是否由接待单位安排 | 是 |
| 否 |
| 公务卡消费 | 姓名及金额 |
|  |

**出差旅费报销单**

年 月 日

部门：

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| 出差人姓名 | |  | | | | 公出任务 |  | | | | | 出差  人数 |  | 出差  天数 |  |
| 出发地 | | | 到达地 | | | 城市间  交通费 | 住宿费 | | 补助费 | | | | 备注  附 单 据 张 | | |
| 月 | 日 | 地点 | 月 | 日 | 地点 | 天数 | 金额 | 人数 | 天数 | 标准 | 金额 |  | | |
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| 合 计 | | | | | |  |  |  |  |  |  |  |
| 报销金额 | | | **人民币**（大写） 万 仟 佰 拾 元 角 分 ￥ 元 | | | | | | | | | | | | |

**院长： 主管院长： 财务负责人： 部门负责人： 审核人：**