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| **浙江大学软件学院（宁波）创新与管理中心行政出差审批、报销单** | | | | | | | | | | | | | | | | | |
| 部门 |  | | | 姓名 |  | | | | | | | | | | | | |
| 出差事由 |  | | | 批准拟乘坐交通工具 | | | | 飞机 火车 客车 其他（      ） | | | | | | 附单据（  ）张 | | | |
|  | | | | | | |  | | | | | | | | | | |
| 出差地点 | | 起止日期 | | | | 天数 | 城市间交通费 | | | | | 住宿费 | 补贴报销 | | | | 其他 |
| 省内□ | 省外□ | 飞机 | | | 火车 | 其他 | 伙食费 | | | 公杂费 |
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| 核准报销金额 | | | | | | | 0.00 | | | 0.00 | 0.00 | 0.00 | 0 | | | 0 | 0.00 |
| 合计人民币（大写）  拾  万  仟  佰  拾  元  角  分 ¥0.00 | | | | | | | | | | | | | | | | | |
| 转 卡 信 息 | | | | | | | | | | | | | | | | | |
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| 出差审批人： 日期： 年 月 日 | | | | | | | | | | | | | | | | | |

院领导审批 财务审核 部门负责人 报销人

要求：1、出差人员出差前需填写本单，报相关负责人审批；

2、报销时按规定项目准确填写，每张所附票据由出差人或经办人签名，并报相关负责人审批。