荆楚理工学院差旅费报销单

部门（处室）： 事由： 填单时间： 年 月 日

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| 起止时间及地点 | | | | 城际交通费 | | | 市内交通费 | | | | 伙食补助费 | | | | 住宿费 | | | | 其他费用 | | 附件： 张 |
| 出发日期 | 起点 | 到达日期 | 终点 | 交通工具 | 人数 | 金额 | 标准 | 人数 | 天数 | 金额 | 标准 | 人数 | 天数 | 金额 | 标准 | 人数 | 天数 | 金额 | 名称 | 金额 |
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| 小计 | | | |  | | |  | | | |  | | | |  | | | |  | |
| 合计：人民币（大写） （小写）￥ | | | | | | | | | | | | | | | | | | | | |
| 财务核定金额：￥ | | | | | | | | | | | 预算项目： | | | | | | | | | |
| 收款人： | | | | 开户行： | | | | | | | 账号： | | | | | 经办人电话： | | | | |
| 经办人： | | | | 部门（处室）负责人： | | | | | | | 财务负责人： | | | | | 校领导： | | | | |