**亳州学院差旅费报销凭证**

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| 工作部门 | |  | | | | | | | 姓名 | |  | | | | 同行人员 | | | |  | | | | | | |
| 出差日期 | | 年 月 日 — 年 月 日 | | | | | | | | | | | 出差起讫地点 | | | | |  | | | | | | | |
| 出差事由 | |  | | | | | | | | | | | | 经费计划 | | | | | |  | | | | | |
| 车 船 票 | | | | 住 宿 费 | | | | | 伙 食 补 助 费 | | | | | 市 内 交 通 费 | | | | | | | | | 其他费用 | | |
| 单据张数 | 金额 | | | 人天数 | | | 金额 | | 人天数 | | 标 准 | 金 额 | | 人天数 | | | 标准 | | | | 金额 | | 项目 | | 金额 |
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| 合计金额（大写） 　　　　　　　　　　　　　　　　　　　　 （ 小写）￥： | | | | | | | | | | | | | | | | | | | | | | | | | |
| **其中公务卡支付金额合计：（ 小写）￥：** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 消费日期 | | |  | | |  | |  | | |  | |  | | |  | | | |  | | | | 备注 | |
| 消费金额 | | |  | | |  | |  | | |  | |  | | |  | | | |  | | | |  | |
| 公务卡后四位 | | |  | | |  | |  | | |  | |  | | |  | | | |  | | | |
| **报 销 人 签 字** | | | | | **部 门 领 导 签 字** | | | | | **分 管 领 导 签 字** | | | | | **校 领 导 签 字** | | | | | | | **财 务 处 审 核** | | | |
|  | | | | |  | | | | |  | | | | |  | | | | | | |  | | | |

填报日期　　 　　年　　月　　日　　 　附单据： 张

**亳州学院差旅费报销凭证**

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| 工作部门 | |  | | | | | | | 姓名 | |  | | | | 同行人员 | | | |  | | | | | | |
| 出差日期 | | 年 月 日 — 年 月 日 | | | | | | | | | | | 出差起讫地点 | | | | |  | | | | | | | |
| 出差事由 | |  | | | | | | | | | | | | 经费计划 | | | | | |  | | | | | |
| 车 船 票 | | | | 住 宿 费 | | | | | 伙 食 补 助 费 | | | | | 市 内 交 通 费 | | | | | | | | | 其他费用 | | |
| 单据张数 | 金额 | | | 人天数 | | | 金额 | | 人天数 | | 标 准 | 金 额 | | 人天数 | | | 标准 | | | | 金额 | | 项目 | | 金额 |
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| 合计金额（大写） 　　　　　　　　　　　　　　　　　　　　 （ 小写）￥： | | | | | | | | | | | | | | | | | | | | | | | | | |
| **其中公务卡支付金额合计：（ 小写）￥：** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 消费日期 | | |  | | |  | |  | | |  | |  | | |  | | | |  | | | | 备注 | |
| 消费金额 | | |  | | |  | |  | | |  | |  | | |  | | | |  | | | |  | |
| 公务卡后四位 | | |  | | |  | |  | | |  | |  | | |  | | | |  | | | |
| **报 销 人 签 字** | | | | | **部 门 领 导 签 字** | | | | | **分 管 领 导 签 字** | | | | | **校 领 导 签 字** | | | | | | | **财 务 处 审 核** | | | |
|  | | | | |  | | | | |  | | | | |  | | | | | | |  | | | |