**三门峡社会管理职业学院 三 门 峡 技 师 学 院差旅费报销单**

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部门名称： 单据日期： 年 月 日 附件 张

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| 出差人 | | | ,共\_\_\_\_人。 | | | | | | | | | | | | | | 人员职级 | | | |  | | | | | | | | | |
| 出差事由 | | |  | | | | | | | | | | 本次出差时间：自 月 日 至 月 日 止 共 天 | | | | | | | | | | | | | | | | | |
| 月 | 日 | 起 止 地 点 | | | | 交 通 住 宿 费 用 | | | | | | | | | | | | 途 中 住 勤 补 助 | | | | | | 金 额 小 计 | | | | | | |
| 出发 | | 到达 | | 火车费 | | 夜间  乘车费 | 机船费 | | 汽车费 | | | 住宿费 | 其他 | | | 人数 | | 天数 | 标准 | 金额 | | 万 | 千 | 百 | 十 | 元 | 角 | 分 |
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| 报销金额合计 | | | | 人民币（大写） 万 仟 佰 拾 元 角 分 | | | | | | | | | | | | | | | | | | 小 写 | |  |  |  |  |  |  |  |
| 主管财务院领导 | |  | | | 财务负责人 | |  | | | 部门主管院领导 | |  | | | | 部门  负责人 | | |  | | | | 报销人 |  | | | | | | |