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| **武汉职业技术学院因公出国（境）经费报销审批单** | | | | | | | | | | | | | | | | | | | | |
| 部门： | | |  | | | | | | | | | | | 时间： 年 月 日 | | | | | | |
| 姓名 |  | | | | | 职务/职称 | | | |  | | | | | 联系方式 | | | |  | |
| 出国（境）事由 | | | | | |  | | | | | | | | | | | | | | |
| 随 行 人 员 | 姓名 | | | | 职务/职称 | | | 备注 | | | | | 姓名 | | | | 职务/职称 | | | 备注 |
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| 行 程 | 起 | | | | | 讫 | | | | | | | 交通工具 | | | | 国（境）内 | | | 国（境）外 |
| 月 | 日 | | 地点 | | 月 | 日 | | 地点 | | | | **（火车、飞机）** | | | | 天数 | | | 天数 |
|  |  | |  | |  |  | |  | | | |  | | | |  | | |  |
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| 预 算 额 度 | 1.境内交通费： 2.境内住宿费：  3.境外交通费： 4.境外住宿费：  5.境外伙食费： 6.培训费：  7.其他： （备注： ） | | | | | | | | | | | | | | | | | | | |
| 合计 | | | 大写：人民币 | | | | | | | | | | | | 小写： | | | | |
| 审 批 附 件 | （选项请打☑选） | | | | | | | | | | | 是 | | | | | 否 | | | |
| 1.是否出国（境）通知 | | | | | | | | | | | □ | | | | | □ | | | |
| 2.是否通过办公会议 | | | | | | | | | | | □ | | | | | □ | | | |
| 3.是否协议、合同 | | | | | | | | | | | □ | | | | | □ | | | |
| 4.是否公示 | | | | | | | | | | | □ | | | | | □ | | | |
| 部门负责人意见 | | | | | |  | | | | | | | | | | | | | | |
| 外事处负责人意见 （注明经费出处） | | | | | |  | | | | | | | | | | | | | | |
| 人事处负责人意见 （注明经费出处） | | | | | |  | | | | | | | | | | | | | | |
| 派出单位分管校领导审批 | | | | | |  | | | | | 分管财务校领导审批 | | | | | | |  | | |
| 注： | 1.请遵循事前审批原则； | | | | | | | | | | | | | | | | | | | |
|  | 2.预支出国（境）经费，应在不少于离境前20个工作日到财务处办理预支手续； | | | | | | | | | | | | | | | | | | | |
|  | 3.预支及报销时均需提交此审批表。 | | | | | | | | | | | | | | | | | | | |