**差旅费报销单**

**年 月 日**

**部门： 项目名称：**

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| **姓名** | | |  | | | | **人数** | |  | **出差事由** | |  | | **地点** |  | **出差天数** | | **自 月 日**  **至 月 日** | | **计 天** |
| **自** | | **至** | | | **出发地** | **到达地** | **天数** | **人数** | **车船机费** | | | | | **其他**  **费用** | **住宿费** | **补助** | | | | |
| **月** | **日** | **月** | | **日** | **火车** | **汽车** | **飞机** | | **轮船** | **交通** | **伙食** | | **金额** | |
|  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  | | **附据 张** | |
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| **合计：** | | | | | | | | |  | | | | |  |  |  | | | | |
| **总金额(大写) : 拾 万 仟 佰 拾 元 角 分(小写) 元（转账： 刷卡： 现金： ）** | | | | | | | | | | | | | | | | | | | | |

装 订 线

**院长： 分管财务院长： 分管院长：**

**财务负责人： 部门负责人： 报销经办人：**