**校内单位/部门： 年 月 日 共附凭证 张**

**差旅费用报销单**

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| **月** | **日** | | **时间** | | **出发地** | **月** | | **日** | **时间** | **到达地** | | **机**  **票**  **费** | **车**  **费** | **船**  **费** | | **住宿费** | | **出差补助** | | | **其他支出** | **合计** |
| **实支** | **标准** | **标准** | **天数** | **金额** |
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| **合 计** | | | | | | | | | | | |  |  |  | |  |  |  |  |  |  |  |
| **报销金额（大写）人民币：** | | | | | | | **万 仟 佰 拾 元 角 分** | | | | | | | | | | | **报销金额（小写）** | | |  | |
| **出差任务** | | | |  | | | | | | | **出差人员** | | | |  | | | | **预借金额** | |  | |
| **结余或超支** | |  | |
| **结算方式** | | **□ 现金 □ 电汇**  **□ 支票 □ 公务卡** | | | | | | | | | **收款人信息** | | | | **户 名：**  **开户行：**  **账 号：** | | | | | | | |

**单位/部门或项目经费审批（签字）： 经办人员（签字）： 报销领款人（签字）：**