**差 旅 费 报 销 单**

年 月 日

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| 出差事由： | 账号： |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |
| 持卡人： |  |

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| 起日 | 止日 | 起止地点 | 车/船票 | 飞机票 | 火车票 | 会务资料费 | 住宿费 | 其他费用 | 公杂费补助 | 伙食费补助 | 补充说明 |
| 月 | 日 | 月 | 日 | 天数 | 标准 | 金额 | 天数 | 标准 | 金额 | 天数 | 标准 | 金额 |  |
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| 按 列 小 计 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 报销数合计 | ￥ 元 | 报销数合计 | （大写）￥ |
| 出差人 |  | 工作部门 |   | 职务/职称 |   | 联系电话 |   |
| **部门/项目负责人（审批意见）：****同意报销金额 元。** **（签名）**  | 财务审核人： |
| 核定报销金额： |
| 报销单位：  |