**山东传媒职业学院差旅费报销单**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 部门 | |  | 支出类型 | | 日常公用 | | 项目名称 | |  | | | 单据张数 | |  | 报销日期 |  |
| 出差事由 | | |  | | | | | | | | | | | | | |
| 出差人员 | 出发日期 | | 返回日期 | 出发地 | | 目的地 | 天数 | 城市间交通费 | | 住宿费 | 伙食补助 | | 市内交通费 | | 其他费用 | 备注 |
|  |  | |  |  | |  |  |  | |  |  | |  | |  |  |
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| 金额小计 | | | | | | | |  | |  |  | |  | |  |  |

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| 合计金额大写： ×拾 ×万 柒 仟 柒 佰 壹 拾 玖元 零 角 零分 | 小写 | 十 | 万 | 千 | 百 | 十 | 元 | 角 | 分 |
|  | ¥ |  |  |  |  |  |  |

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| ① | 收款人 |  | | 金额 |  | | 公务卡卡号 | | |  | | | |
| ② | 收款人 |  | | 金额 |  | | 公务卡卡号 | | |  | | | |
| ③ | 收款人 |  | | 金额 |  | | 公务卡卡号 | | |  | | | |
| 院长 |  | | 分管院长 |  | | 部门负责人 | |  | 验收人 | |  | 经办人 |  |