差旅费报销单

报销部门: 年 月 日 附件共 张

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | |  | | | 职别 | | |  | | | 出差事由 | | |  | |
| 部门负责人审批 | | | |  | | | | | 领导审批 | | | |  | | |
| 出差起止日期自 年 月 日起至 年 月 日止共 天 | | | | | | | | | | | | | | | |
| 日期 | | | 起讫地点 | 天数 | | 机票费 | 车船费 | | 市内交通费 | 住宿费 | | 出差补助 | 其他 | | 小计 |
| 月 | 日 | |  |  | |  |  | |  |  | |  |  | |  |
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|  |  | | 合计 |  | |  |  | |  |  | |  |  | |  |
| 总计金额(大写) 万 仟 佰 拾 元 角 分预支 元 补助 元 | | | | | | | | | | | | | | | |

会计主管: 其他: 报销人: