**湖南电气职业技术学院差旅费报销单**

年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **出差人** | |  | | **部门** |  | **出差事由** |  | | | **出差**  **时间** | | **计划\_\_\_ 天** | | | **备注** | | |
| **实际\_\_\_ 天** | | |
| **日期** | | **起讫地点** | | **城市间交通费** | | **住宿费** | **市内交通费** | | | **伙食补助费** | | | **其他** | | **是否由接待单位协助用餐并交纳相关费用** | | **是否由接待单位协助用车并交纳相关费用** |
| **月** | **日** | **起** | **讫** | **交通**  **工具** | **金额** | **天数** | **金额** | | **天数** | | **金额** | **保险费、退票费等** | |
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| 小 计： | | | |  | |  |  | | |  | | |  | |  | |  |
| **核报总计** | 人民币（大写）： 万 仟 佰 拾 元 角 分（¥） | | | | | | | | **预借金额** | |  | | | **补/退金额** | |  | |
| 填报人 | | |  | | 收款人 |  | | 部门负责人 | | | |  | | | | | |
| 财务审核 | | |  | | | | | 领导审批 | | | |  | | | | | |