南京晓庄学院差旅费报销单

公章： 填报日期： 年 月 日

附单据

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| 院、部门 | | |  | | | | | 姓 名 |  | | | 职务/职称 |  | | 项目代码 |  | | |
| 事 由 |  | | |
| 起 讫 时 间 | | | | | | | 地 点 | | 人数 | 天  数 | 车船费 | 住宿费 | 伙食补助 | | 交通费补助 | 其他费用 | | 情况说明 |
| 月 | 日 | - | | 月 | | 日 | 起 | 止 | 金额 | | 金额 | 摘要 | 金额 |
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| 总计报销金额： | | | | | | | | | | | | 财务处核报数： 万 仟 佰 拾 元 角 分 | | | | | | |
| 人民币： 万 仟 佰 拾 元 角 分 | | | | | | | | | | | |
| 公务卡卡号： | | | | |  | | | | | | | 授权码： | |  | | | | |
| 备注：项目负责人对所填事项的真实性、合法性负责。 | | | | | | | | | | | | | | | | | | |

财务审核： 部门负责： 出差人：

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财务审核： 部门负责： 出差人：