**公共体育与艺术部差旅报销申报表**

编号： 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 出差事由 | | | |  | | | | | | | | | | | | | | | | |
| 出差人员 | | | |  | | | | | | | | | | | | | | | | |
| 工号/学号 | | | | （出差人员附工号或学号） | | | | | | | | | | | | | | | | |
| 出差地点 | | | |  | | | | | 起止日期 | | | | 月 日— 月 日 | | | | | | | |
| 预算金额 | | | |  | | | | | | | | | | | | | 附：预算审批报告 | | | |
| 经办人 | | | |  | | | | | | 所属单位 | | | |  | | | | | | |
| **序号** | | **项 目** | | | | **金 额** | **票据数** | | | **说 明** | | | | | | | | | **备 注** | |
| 1 | | 城  际  交  通 | 飞机 | | |  |  | | |  | | | | | | | | | 附登机牌 | |
| 2 | | 火车 | | |  |  | | |  | | | | | | | | |  | |
| 3 | | 其他 | | |  |  | | |  | | | | | | | | |  | |
| 4 | | 市内交通费 | | | |  |  | | |  | | | | | | | | |  | |
| 5 | | 住宿费 | | | |  |  | | |  | | | | | | | | |  | |
| 6 | | 保险费 | | | |  |  | | |  | | | | | | | | | 附清单 | |
| 7 | | 会务费 | | | |  |  | | |  | | | | | | | | |  | |
| 8 | | 参赛费 | | | |  |  | | |  | | | | | | | | |  | |
| 9 | | 注册费 | | | |  |  | | |  | | | | | | | | |  | |
| 10 | | 特支费 | | | |  |  | | |  | | | | | | | | |  | |
| 11 | |  | | | |  |  | | |  | | | | | | | | |  | |
| 12 | |  | | | |  |  | | |  | | | | | | | | |  | |
|  | | 合计 | | | |  |  | | |  | | | | | | | | |  | |
| 个人转卡 | | 姓名 | | | | 工（学）号 | | 卡号（建行、工行、农行、中行） | | | | | | | | | | | | 金额 |
|  | | | |  | |  | | | | | | | | | | | |  |
|  | | | |  | |  | | | | | | | | | | | |  |
| 对公转账 | 单位名称 | | | |  | | | | | | | | | | | | | 金额 | |  |
| 卡号 | | | |  | | | | | | | 开户行 | | |  | | | | | |
| 相关通知、秩序册、成绩册、奖杯奖牌、获奖证书、新闻稿等是否齐备 | | | | | | | | | | | | | | | | | | |  | |
| 分管中心意见 | | | | | 签名： | | | | | | | | | | | | | | | |
| 分管领导意见 | | | | | 签名： | | | | | | | | | | | | | | | |
| 票据审核意见 | | | | | 签名： | | | | | | | | | | | | | | | |
| 开支项目代码 | | | | |  | | | | | | 财务预约号 | | | | |  | | | | |