**差旅费报销单**

报销日期： 年　　月　　日

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| 部门 |  | | | | | | 出差人 | | |  | | | | | | | | | | | 出差事由 | | | | |  | | | | | | | |
| 部门预算项目 | | |  | | | | | | | | | | | | | | 财政预算项目 | | | | | |  | | | | | | | | | | |
| 出发地点 | 到达地点 | 出发时间 | | | | 到达时间 | | 人数 | 交　　　通　　　费 | | | | | | | 补助 | | | | | | | | | 其他费用 | | | | | | | | |
| 飞机 | | | 火车 | 其他 | | 市内 | 标准 | | | 天数 | | | 金额 | | 住宿费 | | | |  | | |  |  |  |
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| 合计 | | | | | | | |  |  | | |  |  | |  |  | | |  | | |  | |  | | | |  | | |  |  |  |
| 备注 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 合计人民币（大写） | | | | |  | | | | | | | | | | | | | | | | | | | | | | 小写 | | ￥ | | | | |
| 报销  上账 | 公务卡还款 | | | 姓名：  金额： | | | | | | | | | | 补贴上账  （人数较多可另附清单） | | | | 姓名：  金额： | | | | | | | | | | | | | | | |
| 转账支付 | | | 金额： 户名： 账号： 开户行： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 核准报销金额： 会计： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 领导批示： | | | | | | | | | | | 财务主管： | | | | | | | | | 部门主管： | | | | | | | | | | 经办人： | | | |