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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 出差人  姓名 | |  | | | | 职别 | | |  | | | 出差地点 | |  | | | 出差事由 | |  | |
| 项目 | | | 起止时间 | | | | | | | | 起止地点 | 天数 | 定额 | | | 金额 | | | 备注 | |
| 月 | 日 | 时 | | 月 | 日 | | 时 |
| 火车票费 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  |  | |
| 汽车票费 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  |
| 机船票费 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  |
| 住宿费 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  |
| 交通补助费 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  |
| 伙食补助费 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  |
| 会务费 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  | 主管人签 章 |  |
| 培训费 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  |
| 其他 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  |
| 合计 | | |  |  |  | |  |  | |  |  |  |  | |  |  | |  | 结算人签 章 |
| 金额大写 | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |

差 旅 费 报 销 单

部门 附单据 张 20 年 月 日

粘

贴

线

审核人： 制单人：