**南 方 医 科 大 学 国 内 差 旅 费 报 销 表**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 出差人姓名 | | | |  | | | | | | | | | | | 事  由 | | |  | | | | | |
| 职 别 | | | |  | | | | | | | | | | |
| 出差日期（年/月/日） | | | | 天数 | 人数 | | 起讫地点 | | | 车船飞机票费 | | 住宿费 | | | | | | 伙食补助费 | 市内交通费 | | 会议培训费 | | 行李费、保险 |
| 起 | 止 | | | 出发 | 到达 | | 工具 | 金额 | 标准 | | 实住金额 | | | | 金额=标准\*天数\*人数 | | | 金额 | | 金额 |
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| 小 计 | | | |  |  | |  |  | |  |  |  | |  | | | |  |  | |  | |  |
| 报销金额  合 计 | | | （大写） 佰 拾 万 仟 佰 拾 元 角 分 | | | | | | | | | | | | | | 已预借金额 | | | 财务审核数 | |  | |
| （小写）￥： | | | | | | | | | | | | | |  | | | 开支项目代码 | |  | |
| 付款方式（打√）： 1、现金 2、支票 3、电汇 4、网银支付 5、公务卡 6、内部转账 | | | | | | | | | | | | | | | | | | | | 开支项目名称 | |  | |
| 经办人 | |  | | | | 联系电话 | | |  | | | | 经费负责人 | | |  | | | | 单位领导 | |  | |
| 学校领导 | |  | | | | | | | 学校分管领导 | | | |  | | |  | | | | 财务主管 | |  | |

单位名称： 填表日期： 年 月 日 附单据张数：