**差 旅 费 报 销 单**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 经费管理部门 | |  | | | | | | | | | 经费支出项目及编码 | | | | | | | | |  | | | | 出差事由 | |  | | | | | 日 期 | | |  | | | | | |
| 出差人姓名 | |  | | | | | | | | | 经办人 | | |  | | | | | |
| 起止地点：从 至 共 天 | | | | | | | | | | | | | | | | | | | | | | | 起止地点： 至 | | | | | | | | 出差人数： 人 | | | | | | | | |
| 年 月 日 | 交通工具 | | 发站 | | | 到站 | 单据张数 | 报销金额 | | | | | | | | | | | | | | | 项 目 | | 单据张数 | | 人数 | 天数 | 标准 | 报销金额 | | | | | | | | | |
| 十 | 万 | | | 千 | | 百 | | 十 | | 元 | | | 角 | 分 |  | |  |  | |  |  |  |  |  |
|  |  | | |  | |  |  |  | |  | | |  | |  | |  | |  | |  |  | 住宿费 | |  | |  |  |  |  | |  |  | |  |  |  |  |  |
|  |  | | |  | |  |  |  | |  | | |  | |  | |  | |  | |  |  | 伙食补助 | |  | |  |  |  |  | |  |  | |  |  |  |  |  |
|  |  | | |  | |  |  |  | |  | | |  | |  | |  | |  | |  |  | 交通补助 | |  | |  |  |  |  | |  |  | |  |  |  |  |  |
|  |  | | |  | |  |  |  | |  | | |  | |  | |  | |  | |  |  | 订退票费 | |  | |  |  |  |  | |  |  | |  |  |  |  |  |
|  |  | | |  | |  |  |  | |  | | |  | |  | |  | |  | |  |  | 会议费 | |  | |  |  |  |  | |  |  | |  |  |  |  |  |
|  |  | | |  | |  |  |  | |  | | |  | |  | |  | |  | |  |  | 培训费 | |  | |  |  |  |  | |  |  | |  |  |  |  |  |
|  |  | | |  | |  |  |  | |  | | |  | |  | |  | |  | |  |  | 其他 | |  | |  |  |  |  | |  |  | |  |  |  |  |  |
| 飞机车船费小计 | | | |  | |  |  |  | |  | | |  | |  | |  | |  | |  |  | 小计 | |  | |  |  |  |  | |  |  | |  |  |  |  |  |
| 报销金额（大写） | | | | |  | | | | | | | | | | | | | | | | | | 报销金额（小写） | | | |  | | | | | | | | | | | | |
| 是否偿还借款：是（ ）否（ ），借款人： 借款日期： 借款往来号： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

校领导批示 单位负责人批示 项目负责人批示 报销人签字 财务处审批：