|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |
| 租车费 |  |  |  |  |  |  |  |  |  |  |  |  |
| 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：