报 销 单 据 粘 贴 单

部门： 年 月 日

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| 经办人 |  | 验收人 | |  | 审批人 |  | | | 收款人 | |  | |
| 用 途 |  | | | | | | 付款信息 |  | | | | |
| 待报销金额 | 小写￥ | | 大写 | | | | | | | 票据张数 | | |
| 财务审定金额 | 小写￥ | | 大写 | | | | | | |  | | |
|  | | | | | | | | | | 办公费 | |  |
| 资料费 | |  |
| 会费 | |  |
| 印刷费 | |  |
| 邮寄费 | |  |
| 通讯费 | |  |
| 维修费 | |  |
| 会议费 | |  |
| 培训费 | |  |
| 市内交通费 | |  |
| 过路过桥费 | |  |
| 业务接待费 | |  |
| 公务接待费 | |  |
| 体检费 | |  |
| 油料费 | |  |
| 年审及检测费 | |  |
| 物管卫生费 | |  |
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| 差 旅 费 报 销 单  年 月 日 | | | | | | | | | | | |
| 部 门 | | | |  | 出差事由 | |  | | | | |
| 经 办 人 | | | |  |
| 出 差 人 | | | |  | | | | | | | |
| 付款信息 | | | |  | | | | | | | |
| 日 期 | | | | 起讫地点 | | 支出费用 | | | | | 备注 |
| 年 | 月 | 日 | | 车船费 | 住宿费 | 伙食补贴 | 交通补贴 | 其他费用 |  |
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| 小 计 | | | | | |  |  |  |  |  |  |
| 合计(小写) | | |  | | | 合计（大写） | | | | | |
| 审 批 | | |  | | | 部门主管 |  | | 财务审核 |  | |