**陕西省社会科学院差旅费报销单**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人 | | | | | |  | | | | | 申请部门 | | | | | |  | | | | |
| 申请日期 | | | | | |  | | | | | 部门（课题）负责人 | | | | | |  | | | | |
| 出差（调研）事由 | | | | | |  | | | | | | | | | | | | | | | |
| 票据张数 | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| □ | 序号 | 开始日期 | 结束日期 | 起止地点 | 交通费 | | 住宿费 | 会务费 | 补助合计 | 伙食补助 | | | | | 市内交通费 | | | | | 费用合计 | 备注 |
| 天数 | | 标准 | 人数 | 合计 | 天数 | 标准 | | 人数 | 合计 |
|  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
|  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |  |  |  |
| 合计（小写） | | | | | |  | | | | | 合计（大写） | | | | | |  | | | | |
| 支付方式 | | | | | |  | | | | | 支付金额 | | | | | |  | | | | |
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| 支付方式 | | | | | |  | | | | | 支付金额 | | | | | |  | | | | |
| 是否需要科研处审批 | | | | | |  | | | | | | | | | | | | | | | |
| 经办人 | | | | | |  | | | | | | | | | | | | | | | |
| 部门（课题负责人） | | | | | |  | | | | | | | | | | | | | | | |
| 会计审核 | | | | | |  | | | | | | | | | | | | | | | |
| 科研处负责人 | | | | | |  | | | | | | | | | | | | | | | |
| 财务负责人 | | | | | |  | | | | | | | | | | | | | | | |
| 分管财务院长 | | | | | |  | | | | | | | | | | | | | | | |
| 分管院领导 | | | | | |  | | | | | | | | | | | | | | | |
| 院长 | | | | | |  | | | | | | | | | | | | | | | |