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| 部门 | 职别 | 出差人姓名 |
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新疆农业大学差旅费报销单

出差事由： 年 月 日 共 页 第 页 附件 张

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| 起止日期 | | | 起止地点 | | 途中 | | 住勤 | 摘 要 | | 支 出 项 目 及 金 额 | | | | | |
| 起 | 讫 | | 起 | 讫 | 天数 | | 天数 | 车船费 | 住勤费 | 差旅补助 | 会务费 | 其他 | 合计 |
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| 合计 | | | | | | | | | |  |  |  |  |  |  |
| 核 准 报 销 金 额 | | | | | | | | | |  |  |  |  |  |  |
| 说 明 | |  | | | | 项目负责人 | | |  | 领导审批 | |  | | | |
| 支出项目 | | |  |

备注：一、职别分三种1.厅级、教授。 2.处级领导、副教授及其他人员。3.学生。（请根据出差人员具体职务职称填写）

二、涉及学生发放补助的，补助需打入学生本人银行卡