**江苏理工学院差旅费报销单**

单位： 项目号： 年 月 日

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| 姓名 |  | | | 职别 |  | | 出差事由 | |  | | | | | |
| 日期 | | | | 地点 | | | 伙食费补助 | | 交通补助费 | | 交通费 | | 住宿费 | 其他 |
| 起 | | 迄 | | 起 | 迄 | 天数 | 标准 | 金额 | 标准 | 金额 | 交通工具 | 金额 |
| 月 | 日 | 月 | 日 |
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| 合计金额（大写） ¥ | | | | | | | | | | | | | | |

院领导： 单位负责人： 出差报销人：