合肥综合性国家科学中心能源研究院（安徽省能源实验室）出差报销单

部门：\_\_\_\_\_\_\_\_\_\_\_\_ 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 出差人 | | | （姓名） | | | | | | | | | | | | | 出差地点 | |  | | | | |
| 出差事由 | | |  | | | | | | | | | 项目编码 | | |  | | | 项目名称 | |  | | |
| 出发 | | | | | 到达 | | | | 交通 | 城市间交通费 | | | 出差补贴 | | | | | 其他费用 | | | | |
| 月 | 日 | 时 | | 地点 | 月 | 日 | 时 | 地点 | 工具 | 单据张数 | 金额 | | 天数 | | 标准 | | 金额 | 项目 | 单据张数 | | | 金额 |
|  |  |  | |  |  |  |  |  |  |  |  | |  | |  | |  | 住宿费 |  | | |  |
|  |  |  | |  |  |  |  |  |  |  |  | |  | |  | |  | 其他 |  | | |  |
|  |  |  | |  |  |  |  |  |  |  |  | |  | |  | |  |  |  | | |  |
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| 合计 | | | | | | | | | |  |  | |  | |  | |  |  |  | | |  |
| 报销总额 | | | 人民币：  （大写） | | | | | | | | | | | 预借现金 | | |  | 支票支出 | | |  | |
| 退还现金 | | |  | 公务卡支出 | | | 姓名+金额 | |
| 本人承诺：其他单位未承担住宿费。 承诺人： | | | | | | | | | | | | | |  | | |  |  | | |  | |

院领导： 主管部门负责人： 项目负责人： 财务负责人： 会计：