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| 安徽商贸职业技术学院差旅费报销单（手工） | | | | | | | | | | | | | | | | | | | | | |
| **报销日期： 年 月 日** | | | | | | | | | | | | | | | | | | | | | |
| **姓名** | |  | | | | | | | | **出差事由** | | |  | | | | | | | | |
| **预算项目名称及编号** | | | | | | | | | |  | | | | | | | | | | | |
| **起程日期和地点** | | | | **到达日期和地点** | | | | **交通工具** | | | **住宿费** | | **伙食补助** | | | **市内交通费补助** | | | **其 他** | | |
| **年** | **月** | **日** | **地点** | **年** | **月** | **日** | **地点** | **名称** | **席别** | **金额** | **标准** | **天数** | **金额** | **标准** | **天数** | **金额** | **项目** | **金额** | |
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| **小计** | | | | | | | | | |  |  | | **小计** | |  | **小计** | |  | **小计** |  | |
| **合计（大写）：人民币** | | | | | | | | | | | | | | | | **合计（小写）：￥** | | | | |
| **报销人（手签）** | | | | |  | | | | | | | **部门负责人（或项目负责人）**  **意见** | | | |  | | | | |
| **分管领导意见** | | | | |  | | | | | | | **总会计师意见** | | | |  | | | | |
| **主要领导意见** | | | | |  | | | | | | | **财务负责人意见** | | | |  | | | | |