浙江外国语学院公务接待清单

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| 承办单位 (公章) |  | | 活动时间 | | |  | | |
| 接待事由 |  | | 接待人数 | |  | 陪同人数 | |  |
| 接待对象 | 单位 | | 姓名 | | | 职务（职称） | | |
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| 接待费用明细 | 序号 | 费用项目 | | 金额 | | | 经办人 | |
| 1 | 餐费 | |  | | |  | |
| 2 | 交通费 | |  | | |  | |
| 3 | 住宿费 | |  | | |  | |
| 4 | 会议租金 | |  | | |  | |
| 5 |  | |  | | |  | |
| 6 |  | |  | | |  | |
| 7 |  | |  | | |  | |
| 8 |  | |  | | |  | |
| 填报人： 日 期： | | | | | | | |
| 审批意见 | 审批人：  （签章）  日 期： | | | | | | | |