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湖南文理学院差旅费结算单

报账日期： 年 月 日

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| 姓名 | |  | | | | 出差事由 | | |  | | | | | 出差地点 | |  |
| 出差起止日期 | | | 自 年 月 日起至 年 月 日止共 天 | | | | | | | | | | | 单据 | | 张 |
| 日期 | | 起讫地点 | | | 交通工具 | | 天数 | 车船班  机 费 | | 住宿费 | 总 额 包 干 费 | | 杂费 | | | 小计 |
| 月 | 日 | 起 | | 讫 | 伙食补助费 | 市内交通费 | 用途 | | 金额 |
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| 合计（大写） 万 仟 佰 拾 元 角 分 | | | | | | | | | | | | | 总计 | |  | |

出差人 负责人审批 审核 出纳