郑州航院差旅费报销单

原借款金额：

报销单位： 年 月 日 出差天数：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 时 间 | | | | | | 地 点 | | 车 船 票 | | | 伙食补助费 | | | 费用  项目 | 金 额 | | | | | | | 单 据 |
| 出 发 | | | 到 达 | | |
| 月 | 日 | 时 | 月 | 日 | 时 | 起 | 止 | 车次 | 卧否 | 金额 | 项目 | 天数 | 金额 | 万 | 千 | 百 | 十 | 元 | 角 | 分 |
|  |  |  |  |  |  |  |  |  |  |  | 住勤 |  |  | 飞机火车  轮船汽车 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | 住 宿 费 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | 市内交通 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | 杂 支 费 |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | 小 计 | |  | 伙食补助 |  |  |  |  |  |  |  |  |
| 出差  事由 | | |  | | | | | | | | | | | 合 计 |  |  |  |  |  |  |  |  |

报销单位负责人（章） 报销人（章） 审核人（章）