上海健康医学院

校内公务接待清单

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| **来访单位** |  | | | | | **来访人数** |  |
| **接待部门** |  | | | | | | |
| **支出项目** | **金额** | | | **备注** | | | |
| **餐饮** |  | | |  | | | |
| **住宿** |  | | |  | | | |
| **交通** |  | | |  | | | |
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| **合计** |  | | |  | | | |
| **餐饮明细** | | | | | | | |
| **用餐时间** | **用餐地点** | **接待人数** | | **陪同人数** | | **餐费总额** | **人均费用** |
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| **工作人员** | **用餐人数： 餐费总额 ： 人均费用：** | | | | | | |
| **有关说明** |  | | | | | | |
| **接待经费**  **审批意见** | **审批人：（签章）**  **日 期：** | | | | | | |
| **经办人** |  | | **联系电话** | |  | | |