附件2

##### 江苏安全技术职业学院公务接待清单

接待单位： 填报时间： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 接待对象： | | | | | | | | | | | | | | | | | | | | |
| 来宾  姓名 | 单位 | | | 职务 | | | 来宾  姓名 | | | | 单位 | | | | | | | | 职务 | |
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| 接待内容： | | | | | | | | | | | | | | | | | | | | |
| 接待  住宿 | 住宿时间 | 住宿  地点 | | | 住宿  人数 | | | | 住宿  天数 | | | | 房间标准 | | | | | | 经办人 | |
|  |  | | |  | | | |  | | | | 套房 标间  单间 | | | | | |  | |
| 接待  用餐 | 就餐  时间 | 就餐  地点 | | | 来宾  人数 | | | | 陪餐  人数 | | | | 餐饮标准 | | | | | | 经办人 | |
|  |  | | |  | | | |  | | | |  | | | | | |  | |
| 费用 | 餐费： 酒水费用： | | | | | | | | | | | | 总金额 | | | | 经办人: | | | |
|  | | | |
| 接待审核 | | | | | | | | | | | | | | | | | | | | |
| 部门负责人： | | | 分管校领导： | | | | | | | | | | | | 单位负责人： | | | | | |
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此清单连同财务票据、派出单位公函一起作为报销凭证入账。