附件5

华南师范大学因公临时出国费用报销单

报销人单位（公章）： 20 年 月 日 附件 张

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 出国人员姓名 | |  | 职别 | | |  | | | | | | | | | | 到访国别、城市 | |  | |
| 出国事由 | |  | 出国日期 | | | | | | 年 月 日至 年 月 日共 天 | | | | | | | | | | |
| **开支内容** | | **预算金额** | | **申报金额** | | | | | | | **核报金额** | | **经费来源信息** | | | | | | |
| 币 种 | 金额 | | 汇率 | 折算金额 | | | 经费代码 | | | 经费名称 | | 支付金额 | 备注 |
| 国 际 旅 费 | |  | |  |  | |  |  | | |  | |  | | |  | |  |  |
| 城市间交通费 | |  | |  |  | |  |  | | |  | |  | | |  | |  |  |
| 住 宿 费 | |  | |  |  | |  |  | | |  | |  | | |  | |  |  |
| 伙 食 费 | |  | |  |  | |  |  | | |  | |  | | |  | |  |  |
| 公杂费 | |  | |  |  | |  |  | | |  | |  | | |  | |  |  |
| 其他费用 | 保险费 |  | |  |  | |  |  | | |  | |  | | |  | |  |  |
| 签证费 |  | |  |  | |  |  | | |  | |  | | |  | |  |  |
| 其他 |  | |  |  | |  |  | | |  | |  | | |  | |  |  |
| **合计** | | | | | | | |  | | |  | | **合计** | | | | |  |  |
| 冲账信息 | | 借款日期 | 借款人 | | 借款项目 | | 借款金额 | | | 应返纳金额 | | 应补付金额 | | | 收款人 | |  | |  |
|  |  | |  | |  | | |  | |  | | | 开户银行 | |  | |  |
|  |  | |  | |  | | | 账号或工资号 | |  | |  |
|  |  | |  | |  | | |  | | 金额 | | |  | |  |
| 单位分管领导： 经费负责人： 出国人员签字： 经办（预审）人：  校领导： 业务主管部门领导签字： 财务处审批： 财务处审核： | | | | | | | | | | | | | | | | | | | |