**四川大学教育基金会报销单（差旅费）**

年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 项目编号 | | |  | | | | | | | 财务代码 | | | | |  | | | |
| 项目名称 | | |  | | | | | | | 申请单位 | | | | |  | | | |
| 项目负责人 | | |  | | | | | 经办人 | |  | | | | | 联系电话 | |  | |
| 摘要 | | |  | | | | | | | | | | | | 附件张数 | |  | |
| 申请总金额 | | |  | | | | | | | 大写金额 | | | | |  | | | |
| 出差信息 | | | | | | | | | | | | | | | | | | |
| 出差人 | |  | | | | | | | | 职称 | | |  | | | | | |
| 起止地点 | 起止时间 | | | | | | 飞机 | | 火车 | | 轮船 | | 其他 | | | 住宿费 | | 天数 |
| 月 | 日 | | 月 | 日 | |
|  |  |  | |  |  | |  | |  | |  | |  | | |  | |  |
|  |  |  | |  |  | |  | |  | |  | |  | | |  | |  |
|  |  |  | |  |  | |  | |  | |  | |  | | |  | |  |
| 伙食补贴 |  | | | 交通补贴 | | |  | 保险费 | |  | | 会务费 | |  | | 其他费用 | |  |
| 支付信息 | | | | | | | | | | | | | | | | | | |
| 收款方 | | | | | | 银行账号 | | | | 开户银行 | | | | | | | 金额 | |
|  | | | | | |  | | | |  | | | | | | |  | |
| 签字（盖章）：  申请单位公章： 负责人签字： 经办人签字：  基金会项目部签字： 基金会领导签字（盖章）： | | | | | | | | | | | | | | | | | | |

注：请务必尽快携带纸质材料到基金会报销