湖南化工职业技术学院原始单据粘贴单

**日期： 年 月 日 单据及附件共 页**

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| **部门** |  | **事由** |  | **报销人** |  | **复核** |  | **批准** |  |
| **金额(大写) 元** | | | | | | | **合计金额：**￥  **元** | | |

湖南化工职业技术学院旅差费报销单

**填报部门： 年 月 日 第 页，共 页**

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| 姓名 | |  | | | | 职级 |  | | 出差  时间 | |  | | | | | | 附  单  据  共  张 |
| 出差事由 | | | |  | | | | | | | | | | | | |
| 日 期 | | | | 起讫地点 | | 车船费 | | 住宿费 | | | 伙食补助费 | | 交通补助费 | | 其他费用 | |
| 月 | 日 | | | 起 | 讫 | 类型 | 金额 | 天数 | | 金额 | 天数 | 金额 | 天数 | 金额 | 摘要 | 金额 |
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| 小 计 | | | | |  |  |  |  | |  |  |  |  |  |  |  |
| **报销金额合计** | | | **(大写) 元 (小写)：**￥ | | | | | | | | | | **预支 核销 退补** | | | |

**主管 部门 审核 填报人**

湖南化工职业技术学院费用报销单

**报销部门： 年 月 日 单据及附件共 页**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **报 销 项 目** | **摘 要** | **金 额** | | | | | | | | | | **备**  **注** |  |
| **千** | **百** | **十** | **万** | **千** | **百** | **十** | **元** | **角** | **分** |
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| **小 计** | |  |  |  |  |  |  |  |  |  |  |
| **金额 元 (大写)** | | **原借款： 元** | | | | | | | | | **应退(补)款： 元** | | |

**会计主管 复核 出纳 报销人**