**外国语学院公务接待审批单**

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| **接待单位** | |  | | | | | | |
| **接待内容** | |  | | | | | | |
| **接待时间** | |  | | **接待地点** | |  | | |
| **接待安排** | |  | | | | | | |
| **来宾名单** | | **单位** | | **姓名** | | **职务** | | |
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| **总人数** | |  | | | | |
| **接待费用支出项目** | | | | | | | | |
| **餐饮** | | **时间** | **场所** | **被接待人数** | **陪餐人数** | | **金额** | **经办人** |
|  |  |  |  | |  |  |
| **住宿** | | **入住时间** | **场所** | **人数** | **入住天数** | | **金额** | **经办人** |
|  |  |  |  | |  |  |
| **其他** | | **项目内容** | | **金额** | **经办人** | | **备注** | |
|  | |  |  | |  | |
| **合计支出金额** | |  | | | | | | |
| **审核情况** | | | | | | | | |
| **经办人** |  | | | **分管领导** | |  | | |

说明：1．公务接待，需学院开支接待经费的，须事先申请审批备案；

2．公务接待原则上不安排酒水；

3．本表一式两份，接待经办人和学院综合办各执一份。