华南农业大学差旅费报销表

20 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 | | |  | | | | 级 别 |  | | 出差地点 | | |  | 事 由 | |  | | |
| 出发时间 | | | 出发地点 | 到达时间 | | | 到达地点 | 交 通 补 助 费 | | | | | | 伙食补助 | | 住宿费 | 运什费 | 备 注 |
| 月 | 日 | 时 | 月 | 日 | 时 | 飞机 | 火车 | | 汽车 | 船费 | 市内  交通 | 天数 | 金额 | 金额 |
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| 小 计 | | | | | | | |  |  | |  |  |  |  |  |  |  |  |
| 总计报销数（大写） 预借旅费 应退补 | | | | | | | | | | | | | | | | | | |

单位主管： 证明人： 报销人：