四川铁道职业学院公务接待清单

**部门（印章）： 填报时间： 年 月 日**

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| **接待公函** |  | | | | | | | | |
| **接待对象** | **姓名** | **单位** | **职务** | **姓名** | **单位** | **职务** | **姓名** | **单位** | **职务** |
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| **陪同人员** | **姓名** | **部门** | **职务** | **姓名** | **部门** | **职务** | **姓名** | **部门** | **职务** |
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| **接待内容** |  | **时间** | **场所** | | **人数（人）** | **标准（元）** | | **费用（元）** | |
| **工作用餐** |  |  | |  |  | |  | |
| **住宿费用** |  |  | |  |  | |  | |
| **交通费用** |  |  | |  |  | |  | |
| **费用合计（元）：** | | | | | | | | |
| **接待审核** | **部门主要负责人： 验收人： 经办人：** | | | | | | | | |