二级院（部）公务接待审批单

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| 接待事由 | | |  | | | | | | | | | | | | | | |
| 接待地点 | | |  | | | | | | 接待时间 | | |  | | | | | |
| 宾客单位职务、姓名 | | | | | | |  | | | | | | | 随行人数 | | |  |
| 伙食 | 用餐标准 | | | |  | | | | | 住宿 | 住宿标准 | | | |  | | |
| 预算金额 | | | |  | | | | | 拟住天数 | | | |  | | |
| 陪餐人员姓名、职务 | | | | | |  | | | | | | | | 次数 | |  | |
| 审批程序 | | 经办人 | |  | | | | 二级院（部）负责人意见 | | | | |  | | | | |