学校公务接待审批单

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 用膳标准 | | |  | | | | | | 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 | | |  | | 办公室审核 | |  | | | 分管校领导意见 | | | |  | |

职能处室（直属单位）公务接待审批单

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |  | | | | 部门负责人意见 | |  | | | | 分管校领导意见 | | |  | |
| 办公室审核 | | | |  | | | | | | | | | | | | |