附件1

长安大学国内公务接待审批单

年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 来访单位名称 | |  | | | | | | | |
| 带队领导及职务 | |  | | | | 联系电话 | | |  |
| 来访事由 | |  | | | | | | | |
| 接待时间 | |  | | | | | | | |
| 接待活动安排 | | 时间 | 地点 | | 内容 | | | 陪同人员 | |
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|  |  | |  | | |  | |
| 经费预算 | |  | | | | | | | |
| 经费管理部门负责人审核意见：  签字： | | | | | | | | | |
| 分管校领导审批意见:  签字: | | | | | | | | | |
| 承办单位 |  | | | 经办人 | | |  | | |

注：此表一式两份，一份本单位留存，一份交财务部门做报销凭证。