|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 温州大学教职工探亲费报销单 | | | | | | | | | | | | |
| 报销时间： 年 月 日 | | | | | | | | | | | | |
| 学院  （部门） |  | 姓名 |  | | | 职称/职务 | |  | | | 婚否 |  |
| 探亲地点 |  | 起讫日期 | - | | | 探望何人 | | 父母□ 配偶□ | | | | |
| 工号 |  | 手机号 |  | | | | 工商银行卡号 |  | | | | |
| 费用项 | | 金额 | 实报金额 | | 费用项 | | | | | 金额 | | |
| 1.火车费 | |  |  | | 7.基本工资数(人事处填写) | | | | |  | | |
| 2.汽车费 | |  |  | |
| 3.飞机票 | |  |  | | **人事处核定人签字:** | | | | |  | | |
| 4.其他交通工具 | |  |  | | 8.30%折合数 | | | | |  | | |
| 5.中转住宿费 | |  |  | |
| 6.支出差旅费合计 | |  |  | | 9.扣除工资30%后可报数 | | | | |  | | |
| 报销金额(大写） | |  | | | | | | | | | | |
| **本人承诺所填内容和提供票据均真实合法。** | | | | | | | | | **报销人签字：** | | | |
| **人事处审批意见:** | |  | | **计财处审核人员签字:** | | | | |  | | | |
| 备注：机票，住宿费需要刷公务卡，并且提供刷卡记录。 | | | | | | | | | | | | |