**市区内公务出行费用报销单**

部门： 年 月 日 单位：元

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| 公务事由 | 出发 | | | | 到达 | | | | 人数 | 交通费 | | | 公出人姓名 |
| 月 | 日 | 时 | 地点 | 月 | 日 | 时 | 地点 | 往返公里数 | 标准 | 金额 |
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| 人民币（合计） | **¥：** | | | | | | | | | | | | |

主管校领导： 部门负责人： 财务负责人： 经办人：