**山东青年政治学院差旅费结算单**

**报销单位： 年 月 日 附单据 张**

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| 出差事由 |  | | | | 出差地点 | | | |  |  | 是否计发补助 | | 支出项目 | | | |
| 是□ | 否□ |
| 姓名 | 起日期 | | | | 止日期 | | | | 起止地点 | 天数 | 交通补助 | 伙食补助 | 车船费 | 住宿费 | 会务费/培训费 | 其他 |
| 月 | 日 | 时 | 分 | 月 | 日 | 时 | 分 |
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| 小计 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 合计（大写） 佰 拾 万 仟 佰 拾 元 角 分（小写）¥： | | | | | | | | | | | | | | | | |
| 付款方式：①公务卡\_\_\_\_\_\_\_\_\_\_\_\_\_②打卡报销\_\_\_\_\_\_\_\_\_\_\_\_\_③支票\_\_\_\_\_\_\_\_\_\_\_\_\_ ④网银\_\_\_\_\_\_\_\_\_\_\_\_\_ ⑤销借款\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| 经费（项目）名称：财务负责人：经费（项目）负责人：经办人： | | | | | | | | | | | | | | | | |