|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 住宿费明细单  部门（公章）： | | | | | | |  | |  | |
| 接待单位 | 接待时间 | 天数 | 人数 | 房间数 | 单价 | 合计金额（元） | | 经办人 | |
|  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
| 合计 |  |  |  |  |  |  | |  | |