|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **附件一 河北大学因公临时出国预算审核表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申报日期： | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 出访国家 | |  | | | 出访人 | |  | | | | | | 教职工/非教职工 | | | | | 经费来源 | | | | | |  | | | | |
| 经 办 人 | | | | | |  | | | | |
| 联系电话 | | | | | |  | | | | |
| 审  核  内  容 | **国际交通费** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 出访路线 | | | | | | 舱位 | | | 是否国内航空公司 | | | | | | | | | 计划金额（元） | | | | | | | 审批金额（元） | | |
| 航班1 | | | | | |  | | |  | | | | | | | | |  | | | | | | |  | | |
| 航班2 | | | | | |  | | |  | | | | | | | | |  | | | | | | |  | | |
| 航班3 | | | | | |  | | |  | | | | | | | | |  | | | | | | |  | | |
| 合计 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 出访城市 | | | 停留天数 | | **住宿费** | | | | | | | | | | **伙食费** | | | | | | | | | **公杂费** | | | |
| 标准\*人数\*天数 | | | 单价\*天数 | | 审批金额（元） | | | | | 标准\*人数\*天数 | | | | 审批金额（元） | | | | | 标准\*人数\*天数 | | 审批金额（元） | |
| 城市1 | | |  | |  | | |  | |  | | | | |  | | | |  | | | | |  | |  | |
| 城市2 | | |  | |  | | |  | |  | | | | |  | | | |  | | | | |  | |  | |
| 城市3 | | |  | |  | | |  | |  | | | | |  | | | |  | | | | |  | |  | |
| 合计 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **国外城市间交通费** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 支出事项（附相关资料） | | | | | | | | | | | | | | 计划金额 | | | | | | 审批金额 | | | | | | | |
|  | | | | | | | | | | | | | |  | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | |  | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | |  | | | | | |  | | | | | | | |  |
| 合计 | | | | | | | | | | | | | |  | | | | | |  | | | | | | | |  |
| **其他费用** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 支出事项（附相关资料） | | | | | | | | | | | | | 计划金额 | | | | | | | | 审批金额 | | | | | | |  |
|  | | | | | | | | | | | | |  | | | | | | | |  | | | | | | |  |
| 合计 | | | | | | | | | | | | |  | | | | | | | |  | | | | | | |  |
| 总计 | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **须事先报批的支出事项（需提供相关说明）** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 住宿费超出标准 | |  | | | | | | | | | 预计超支 | | | | |  | | | | | | | | | | | |  |
| 其他支出情况 | |  | | | | | | | | | 准予超支部分 | | | | |  | | | | | | | | | | | |  |
| 国际合作处审核人 | |  | 国际合作处主管处长 | | | | |  | | | | 财务与资产管理处审核人 | | | | |  | | | | | | 财务与资产管理处主管处长 | | | | |  |  | |

备注：1、计划金额是出国申报人员填写的金额 2、审批金额是国际处和财务部门审查相关材料核准的金额

附件二

**河北大学因公临时出国费用报销单**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 单位 |  | ​出访国别 | |  | | 团 长 | |  |
| 出 访 内 容 | |  | | | | | | |
| 应派出人数 | | ​ | | 实际成行人数 | | | ​ | |
| 出访人员姓名及职称 | |  | | | | | | |
| 出 访 日 期 | | 年 月 日至 年 月 日共 天 | | | | | | |
| 序号 | 开支内容 | 币别 | 外币金额 | | 人民币金额  （单位：元） | | | 原始单据张数 |
| 1 | 国 际 旅 费 | ​ | ​ | | ​ | | | ​ |
| 2 | 住 宿 费 | ​ | ​ | | ​ | | | ​ |
| 3 | 伙 食 费 | ​ | ​ | | ​ | | | --- |
| 4 | 公 杂 费 | ​ | ​ | | ​ | | | --- |
| 5 | 城市间交通费 | ​ | ​ | | ​ | | | ​ |
| 6 | 其 他 费 用 | ​ | ​ | | ​ | | | ​ |
| ​ | 合 计（大写） | ​​​ | | | | | | |

**领导批示 单位负责人 报销人**