**北京科技大学**

**因公临时出国人员旅费开支报销清单**

**报销单位： 报销日期：**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **出访国家**  **名称** |  | | | | | | | | |
| **姓 名** |  | | | | **人 数** | | | **人** | |
| **批准单位**  **日期及文号** |  | | **接待时间** | **年 月 日至 年 月 日**  **共 天** | | | | | |
| **费用名称** | | **金额** | | | | **单据张 数** | **折合美元** | | **折合人民币** |
| **差旅费** | |  | | | |  |  | |  |
| **伙食费** | |  | | | |  |  | |  |
| **公杂费** | |  | | | |  |  | |  |
| **其 他** | |  | | | |  |  | |  |
| **合计：** | |  | | | |  |  | |  |
| **汇率：** | |  | | | |  |  | |  |
| **汇率：** | |  | | | |  |  | |  |
| **需要说明的事项** | |  | | | |  |  | |  |
|  | |  | | | |  |  | |  |
| **合计金额（大写）** | | | | | | | | | |

**国际处审核： 日期：**

**负责人签字： 经手人签字：**