附件3

巢湖学院公务接待清单

填报部门(公章): 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 接待对象 | | | | | | | | | | |
| **来宾单位** | |  | | | | | **来宾人数** | | |  |
| **接待事由** | |  | | | | | | | | |
| **主要来宾 姓名及职务** | | **姓名** | | **职务** | | | | | | |
|  | |  | | | | | | |
|  | |  | | | | | | |
|  | |  | | | | | | |
| **陪同人员** | |  | |  | | | | | | |
| 接待内容 | | | | | | | | | | |
| **项 目** | **时间** | | **地点** | | | **金额** | | | **备注** | |
| **就餐** |  | |  | | |  | | |  | |
| **住宿** |  | |  | | |  | | |  | |
| **用车** |  | |  | | |  | | |  | |
| **其他** |  | |  | | |  | | |  | |
| **合计** |  | | | | | | | | | |
| 审核情况 | | | | | | | | | | |
| **承办部门**  **经办人** |  | | | | **承办部门**  **负责人** | | |  | | |

**注： 该清单作为报销接待依据**。