**因公短期出国（境）费用报销资料清单**

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| **报销人员填写：** | | | |
| 出访人员姓名 |  | 出访国家、地区 |  |
| 出访起止日期 |  | | |
| 出国线路 |  | | |
| 结汇时间 |  | 结汇牌价（币种） |  |
| 经费来源（项目编号） |  | | |
| **报销人员准备：** | | | |
| 1.因公护照（通行证） |  | 2.出访报告 |  |
| 3.护照首页复印件 |  | 4.签证页复印件 |  |
| 5.出入境记录复印件 |  | | |
| **国交处核对以下费用明细后提供因公出国（境）任务批件复印件。** | | | |

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| **出国(境)费用明细** | | | | | | | | |
| 费用名称 | | 金额 | 币种 | 汇率 | | 小计 | | 备注 |
| 国际旅费 | |  |  |  | |  | |  |
|  |  |  | |  | |
| 城市间交通 | |  |  |  | |  | |
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| 住宿费 | |  |  |  | |  | |
|  |  |  | |  | |
| 伙食公杂费 | |  |  |  | |  | |
|  |  |  | |  | |
| 会议注册费 | |  |  |  | |  | |
| 其它 |  |  |  |  | |  | |
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| 团组负责人： | |  |  | 专管员核对： | |  | |  |
| 国交处审核： | |  |  |  | |  | |  |
| 1. 此表主要填写用外币支出的出国(境)相关费用。 | | | | |  | |
| 2. 请在外文票据上用中文注明开支内容、日期、金额，并由经办人签名。 | | | | | | |
| 3. 请在前往国交处核对时交还因公护照，并提交出访报告。 | | | | | | |