上海师范大学国内公务接待清单

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| **接待要素** | **校内接待单位** |  | | **接待对象** |  |
| **接待内容** |  | | **来访时间** |  |
| **来访人员名单** | **姓名** | **职务** | | |
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| **公务活动明细** | **日期** | **时间** | **地点** | **内容** | **陪同人员** |
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| **接待费用明细** | **序号** | **支出科目** | **金额** | **经办人** | **备注** |
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| 10 |  |  |  |  |
| **共计：** | | | | |
| **审批意见** | 审批人： （签章） 日期： | | | | |