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| 咸宁市市直单位差旅费报销单 | | | | | | | | | | | | | | | | | | | | |
| 部门： 事由： 填单日期： 年 月 日 附件： 张 | | | | | | | | | | | | | | | | | | | | |
| 起止时间及地点 | | | | 城际交通费 | | | 市内交通费 | | | | 伙食补助费 | | | | 住宿费 | | | | 其他费用 | |
| 出发日期 | 起点 | 到达日期 | 终点 | 交通  工具 | 人数 | 金额 | 标准 | 人数 | 天数 | 金额 | 标准 | 人数 | 天数 | 金额 | 标准 | 人数 | 天数 | 金额 | 名称 | 金额 |
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| 小计 | | | |  | | |  | | | |  | | | |  | | |  | | |
| 合计 ：人民币（大写） （小写）¥ | | | | | | | | | | | | | | | | | | | | |
| 经办人： | | | | | 部门负责人： | | | | | | | 财务负责人： | | | | | | | | |
| 证明人： | | | | | 分管负责人： | | | | | | | 分管财务负责人： | | | | | | | | |