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| 咸宁市市直单位国内公务接待清单 |
| 部门： 填单日期： 年 月 日 |

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| **接　待　对　象** | | | | | | | |
| 姓 名 | 单位职务 | | 姓 名 | | 单位职务 | | |
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| **陪　同　人　员** | | | | | | | |
| 姓 名 | 单位职务 | | 姓 名 | | 单位职务 | | |
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|  |  | |  | |  | | |
| **接　待　明　细** | | | | | | | |
| 时　间 | 场　所 | 项　目 | | 标 准 | | 费用（元） | 经办人 |
|  |  |  | |  | |  |  |
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| 费用合计（元） | 大写： | | | | 经办人： | | |
| 审核人 | |  | | | | | |
| 领导审批 | |  | | | | | |