附件1

  九江学院公务接待事前审批表

 接待单位：   填报时间：  年  月  日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 接待公函 | | |  | | | | | | | | | | | | |
| 接待事由 | | |  | | | | | | | | | | | | |
| 来访时间 | | |  | | | | | | | 来访人数 | | |  | | |
| 来访人员名单 | | | 姓名 | | | | 职务 | | | 单位 | | | | | |
|  | | | |  | | |  | | | | | |
|  | | | |  | | |  | | | | | |
|  | | | |  | | |  | | | | | |
| 接待费用预算开支 | | | | | | | | | | | | | | | |
| 餐饮 | 时间 | | | | 场所 | | 被接待人数 | | 陪餐人数 | | | 金额 | | | 经办人 |
|  | | | |  | |  | |  | | |  | | |  |
| 住宿 | 入住时间 | | | | 地点 | | 人数 | | 入住天数 | | | 金额 | | | 经办人 |
|  | | | |  | |  | |  | | |  | | |  |
| 其他 | 项目内容 | | | | | | 金额 | | | | 经办人 | | | 备注 | |
|  |  | | | | | |  | | | |  | | |  | |
| 预算金额总计 | | | |  | | | | | | | | | | | |
| 经办人 | |  | | | | 接待单位负责人审核意见 | | | | | |  | | | |
| 分管（联系）校领导审批 | | | | | | | |  | | | | | | | |
| 备注 | | | | |  | | | | | | | | | | |

填表说明：来访人员较多，可以插入行或另附人员名单。