附件1

**武汉职业技术学院公务差旅审批单**

单位： 时间：

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 填单人 | | |  | | | | | 联系方式 | |  |
| 出差事由 | | |  | | | | | | | |
| 出差人员及职务职称 | | |  | | | | | | | |
| 预算额度 | | |  | | | | | | | |
| 起 | | | | | 讫 | | | | 交通工具（包括长途汽车、火车、飞机、轮船等） | |
| 月 | 日 | 地点 | | | 月 | 日 | 地点 | |
|  |  |  | | |  |  |  | |  | |
|  |  |  | | |  |  |  | |  | |
|  |  |  | | |  |  |  | |  | |
|  |  |  | | |  |  |  | |  | |
|  |  |  | | |  |  |  | |  | |
| 部门或项目负责人意见（注明经费出处） | | | |  | | | | | | |
| 校领导审批 | | | |  | | | | | | |

注：报销时请提交此审批表