**四川轻化工大学工会委员会费用报销单**

年 月 日 附单据共 张

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 分工会  或协会等 |  | | | | | | 报销事由 | | | | | |  | | | | | | | | | | | | | | |
| 报销总金额 |  | | | | | |
| 报销人签名 |  | | | | | | 报销人电话 | | | | | |  | | | | | | | | | | | | | | |
| 报销人农行借记卡  姓名：\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |  |  |  |  |  | |  |  |  |  |  | | |  | |  | |  |  | |  |  |  |
| 实物验收人  签 名 |  | | | | | | 实物验收人电话 | | | | | |  | | | | | | | | | | | | | | |
| 对公转账金额 | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 借款金额  （无借款不填写） | |  | | | | | 借款人姓 名 | | |  | | | | | | | 电话 | | | |  | | | | | | |
| 公务卡或银行卡  支付金额 | |  | | | | | 持卡人  姓 名 | | |  | | | | | | | 电话 | | | |  | | | | | | |
| 分工会主席、  协会负责人或  项目负责人审批 | | 审批 报销金额  意见：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (小写):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  签 名：  年 月 日 | | | | | | | | | | | | | | | | | | | 财务审核 | | |  | | | |
| 常务副主席  审 批 | |  | | | | | | | | | | | | | | 财  务  审  核  报  销  金  额 | | | 总金额： | | | | | | | | |
| 对公转帐： | | | | | | | | |
| 工会主席  审 批 | |  | | | | | | | | | | | | | |
| 对私转帐： | | | | | | | | |

**说明：1.签名字迹须清晰可识别；2.按“一事一结”要求填写报销单。**