**南京审计大学工作餐清单**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 部门 | |  | | 用餐事由 |  |
| 时间 | |  | | 用餐地点 |  |
| 用餐人员名单 | | | | | |
| 序号 | 姓名 | | 类别 | 职称（职务） | 工作单位/校内部门 |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| 消费  金额 | 费用合计： 元 | | | | |

注：类别分为校内和校外。校外指同城来访交流人员，报销时需附公函或会议通知等证明性材料。

经办人： 项目负责人： 管理部门负责人：