**杭州师范大学钱江学院国内公务接待清单**

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| **接待承办单位** |  | |  | | **年 月 日** | |
| **接待事由** |  | | | | | |
| **接待**  **对象** | **（姓名、单位、职务）** | | | | | |
| **总人数：** | | | | | |
| **陪同**  **人员** | **（姓名、单位、职务）** | | | | | |
| **总人数：** | | | | | |
| **主要行程安排** | **（时间、项目、场所）** | | | | | |
| **接待费用** | **总计： 元** | | | | | |
| **审 签** | **预算项目名称** |  | | **预算项目代码** | |  |
| **承办单位经办人** |  | | **承办单位分管负责人** | |  |
| **备 注** |  | | | | | |