|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 附件2：  云南财经大学资产经营有限公司出差审批单 | | | | | | | | | | | | | |
|  | |  | |  | | |  |  | | |  | |  | |
| 单位名称： | | | |  | | |  |  | | |  | |  | |
| 出差人 |  | | | 部门 | | |  | | | 出差地点 | |  | |
| 职 务 |  | | | 岗位 | | |  | | | 出差时间 | |  | |
| 随同人员 |  | | | | | | | | | | | | |
| 出差事由 |  | | | | | | | | | | | | |
| 出差预算（元） | 交通费： | | | | | | | | | | | | |
| 住宿费： | | | | | | | | | | | | |
| 其 它： | | | | | | | | | | | | |
| 合 计： | | | | | | | | | | | | |
| 交通工具 | 飞机□ 高铁动车□ 火车□ 客运车□ 驾车□ 其它□ | | | | | | | | | | | | |
| 所在单位负责人审批 |  | | | | 日期 | | | |  | | | | |
| 公司行政人事部审批 |  | | | | 日期 | | | |  | | | | |
| 公司财务部审批 |  | | | | 日期 | | | |  | | | | |
| 公司分管领导审批 |  | | | | 日期 | | | |  | | | | |
| 公司总经理审批 |  | | | | 日期 | | | |  | | | | |
| 备 注 | 驾驶车型（车牌）： | | | | | | | | | | | | |
|  |  | |  | | |  |  | | | 填表日期： | | | |