附件2

湖南科技大学按次按距离包干交通费发放审批表

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 填报人: |  |  |  | 申请报销月份: 年 月 | | |
| **公务出行**  **时间** | **公务出行地点** | **公务出行事由** | **公里数(公里)** | **发放标准(元/公里)** | **发放金额(元)** | **备注** |
|  |  |  |  | 1.8 |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 1.8 |  |  |
|  |  |  |  | 1.8 |  |  |
|  |  |  |  | 1.8 |  |  |
|  |  |  |  | 1.8 |  |  |
|  |  |  |  | 1.8 |  |  |
| **合计** | |  |  |  |  |  |
| **注：报销时提供纸质稿，公里数按最优路径计算。** | | |  |  |  |  |
| 单位分管负责人签字: | |  | 单位主要负责人签字: | | | |