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| 因公临时出国经费决算表 | | | | | | | | | | | | | | |
| 组团单位（公章） | | | |  | | | | | 金额单位：人民币元 | | | | | |
| 团组名称 | | | |  | | | | | 团组负责人 | | |  | | |
| 出访国家（地区） | | | |  | | | | | 团组人数 | | |  | | |
| 出访时间 | | | |  | | | | | 出访天数 | | |  | | |
| 国外行程及经费开支决算情况 | | | | | | | | | | | | | | |
| 起讫日期 | 行程 | | | | 天数 | | 国际旅费 | 国外城市间交通费 | | 住宿费、伙食费、公杂费 | | | | 其他费用 |
|  | 行前费用 | | | | ／ | | ／ | ／ | | ／ | | | |  |
|  | 从 到 住 | | | |  | |  |  | |  | | | |  |
|  | 从 到 住 | | | |  | |  |  | |  | | | |  |
|  | 从 到 住 | | | |  | |  |  | |  | | | |  |
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| 合计 | ／ | | | |  | |  |  | |  | | | |  |
| 费用分摊明细 | | | | | | | | | | | | | | |
| 姓名 | | 小计 | | 国际旅费 | | 国外城市间交通费 | | 住宿费、伙食费、公杂费 | | | 其他费用 | | 备注 | |
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| 合计 | |  | |  | |  | |  | | |  | |  | |
| 需说明情况：  经办人： 团组负责人：  日期： 年 月 日 | | | | | | | | | | | | | | |
| 注：本表由组团单位归国后统一填报并复印给其他派员单位。 | | | | | | | | | | | | | | |