附件

**陕西师范大学外宾接待审批表**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **接待单位** |  | | | | **来访团组名称** | | |  | | |
| **来访起止时间** |  | | | | **来访人数** | | |  | | |
| **来访人员名单**  （可附表） | **来宾姓名** | | | **性别** | | **单位及职务职称** | | | | |
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| **来访目的及接待安排**  （可附表） |  | | | | | | | | | |
| **接待费用**  **情况** | **类别** | | **活动安排** | | | | | | **费用** | **备注** |
| 国际旅费 | |  | | | | | |  |  |
| 国内旅费 | |  | | | | | |  |  |
| 市内交通 | |  | | | | | |  |  |
| 住 宿 | |  | | | | | |  |  |
| 餐 费 | |  | | | | | |  |  |
| 参 观 | |  | | | | | |  |  |
| 其   他 | |  | | | | | |  |  |
| 经费合计 | | | | | | | |  | |
| 经费来源（项目号） | | | | | | | |  | |
| **校内联系人** |  | 办公  电话 | |  | | | 手机 | |  | |
| **接待单位/经费负责人意见**  **（盖章）** |  | | | **国际交流与合作处**  **（港澳台办公室、**  **“一带一路”办公室）**  **审核意见**  **（盖章）** | | | | |  | |
| **特殊情况**  **审批意见** |  | | | | | | | | | |