附件2

北京化工大学因公临时出国（境）预算说明表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 团组名称 | |  | | | | | | | | | | | | | | | 组团单位 | | | | |  | |
| 团 长 | |  | | | | 经办人 | | |  | | | | | | | | 联系电话 | | | | |  | |
| 经费名称及编号 | | |  | | | | | | | | | | | | | | 有无预算 | | | | | □有 □无 | |
| 审核内容 | 1.国际旅费 | | | | | | | | | | | | | | | | | | | | | | |
| 出访计划 | 交通工具及  舱位等级 | | | | | | | | 航空公司 | | | | | | | 人数 | | | 预算金额（元） | | | 是否超标 |
|  |  | | | | | | | | □国内□国外 | | | | | | |  | | |  | | |  |
|  |  | | | | | | | | □国内□国外 | | | | | | |  | | |  | | |  |
| 合 计 | | | | | | | | | | | | | | | |  | | |  | | | -- |
| 2.国外城市间交通费 | | | | | | | | | | | | | | | | | | | | | | |
| 城市名称 | | | | | | 预算金额 | | | | | | | 币种 | | | 汇率 | | | | | 金额（元） | |
|  | | | | | |  | | | | | | |  | | |  | | | | |  | |
|  | | | | | |  | | | | | | |  | | |  | | | | |  | |
| 合 计 | | | | | | | | | | | | | | | | | | | | |  | |
| 3.住宿费、伙食费、公杂费 | | | | | | | | | | | | | | | | | | | | | | |
| 城市名称 | | | 天数 | 预算支出 | | | | | | | | | | | | | 汇率 | | | | 金额（元） | |
| 币种 | | | 住宿费 | | | | | 伙食费 | | 公杂费 | | |  | | | |  | |
|  | | |  |  | | |  | | | | |  | |  | | |  | | | |  | |
|  | | |  |  | | |  | | | | |  | |  | | |  | | | |  | |
| 合 计 | | |  | -- | | |  | | | | |  | |  | | | -- | | | |  | |
| 超标情况及原因说明 | | | |  | | | | | | | | | | | | | | | | | | |
| 4.其他费用 | | | | | | | | | | | | | | | | | | | | | | |
| 支出事项 | | | | | | 币种 | | | | | 金额 | | | | 汇率 | | | | | 金额（元） | | |
| 对外赠送礼品支出 | | | | | |  | | | | |  | | | |  | | | | |  | | |
| 购买到访国要求的保险支出 | | | | | |  | | | | |  | | | |  | | | | |  | | |
| 宴请 | | | | | |  | | | | |  | | | |  | | | | |  | | |
| 其他费用 | | | | | |  | | | | |  | | | |  | | | | |  | | |
| 合 计 | | | | | | | | | | | | | | | | | | | | | | |
| 总 计 | | | | | | ￥ | | | | | | | | | | | | | | | | |
| 国际处审核意见 | | （签字及印章） | | | | | | | | | 财务处审核意见 | | | | | | | | （签字及印章） | | | | |
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**备注：**1. 报销时，本表须交财务处核销经费；

2. 其他费用包括出国签证费用、必需的保险费用、防疫费用、国际会议注册费用等。