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| **其他交通费（汽油费）报销明细表** |
| **单位（部门）：** | 单位：元 |
| **序号** | **使用人姓名** | **出行时间** | **出行地点** | **出行里程（公里）** | **出行事由** | **实报金额** |
| **1** | 　 | 　 | 　 | 　 | 　 | 　 |
| **2** | 　 | 　 | 　 | 　 | 　 | 　 |
| **3** | 　 | 　 | 　 | 　 | 　 | 　 |
| **4** | 　 | 　 | 　 | 　 | 　 | 　 |
| **5** | 　 | 　 | 　 | 　 | 　 | 　 |
| **6** | 　 | 　 | 　 | 　 | 　 | 　 |
| **7** | 　 | 　 | 　 | 　 | 　 | 　 |
| **8** | 　 | 　 | 　 | 　 | 　 | 　 |
| **9** | 　 | 　 | 　 | 　 | 　 | 　 |
| **10** | 　 | 　 | 　 | 　 | 　 | 　 |
| **11** | 　 | 　 | 　 | 　 | 　 | 　 |
| **12** | 　 | 　 | 　 | 　 | 　 | 　 |
| **13** | 　 | 　 | 　 | 　 | 　 | 　 |
| **14** | 　 | 　 | 　 | 　 | 　 | 　 |
| **15** | 　 | 　 | 　 | 　 | 　 | 　 |
| **合计（必填）：** |  |
| **经费（项目）审批人：** |  | **复核人：** | **经办人：** |  |

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**1.报销人及单位（项目）经费审批人对业务的真实性负责。**

**2.按照时间顺序逐张填写，并把序号标在发票上，按照序号顺序粘贴发票。**

**3.此表请从财务处网站“下载中心”下载。**