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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：** |  | |

**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。**