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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **其他租车费-市内出租车费报销单** | | | | | | | | |
| **单位（部门）： 单位：元** | | | | | | | | |
| **序号** | **乘车时间** | **发票号（后四位）** | **事由** | | | **起讫地点** | | **金额** |
| **年/月/日/时** | **由** | **至** |
| **1** |  |  |  | | |  |  |  |
| **2** |  |  |  | | |  |  |  |
| **3** |  |  |  | | |  |  |  |
| **4** |  |  |  | | |  |  |  |
| **5** |  |  |  | | |  |  |  |
| **6** |  |  |  | | |  |  |  |
| **7** |  |  |  | | |  |  |  |
| **8** |  |  |  | | |  |  |  |
| **9** |  |  |  | | |  |  |  |
| **10** |  |  |  | | |  |  |  |
| **11** |  |  |  | | |  |  |  |
| **12** |  |  |  | | |  |  |  |
| **13** |  |  |  | | |  |  |  |
| **14** |  |  |  | | |  |  |  |
| **15** |  |  |  | | |  |  |  |
| **16** |  |  |  | | |  |  |  |
| **17** |  |  |  | | |  |  |  |
| **18** |  |  |  | | |  |  |  |
| **19** |  |  |  | | |  |  |  |
| **20** |  |  |  | | |  |  |  |
| **合计金额（必填）：** | | | | | | | **¥** | |
| **经费（项目）审批人：** | | | | **复核人：** | **报销人：** | | | |

**1.单位负责人（经费审批人）对业务真实性负责**

**2.按照乘车时间顺序逐张车票填写，并把序号标在出租车票上，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。**