**山西浙大新材料与化工研究院因公外出审批表**

2022 年 7 月 19 日

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 外出人员姓名 |  | | 外出人员职务 |  | | 外出时间 | |  | |
|  | |  | |
|  | |  | |
|  | |  | | 外出地点 | |  | |
|  | |  | |
| 外出人数 | |  | 交通工具 | | 大巴车 | 预计天数 |  | 预借旅费 |  |
| 外出事由 | | |  | | | | | | |
| 申报外出路线 | | |  | | | | | | |
| 会议通知部门 | | |  | | | 预借会议费 | |  | |
| 特殊情况说明 | | |  | | | | | | |
| 部门负责人  签字 | | |  | | | | | | |
| 分管院长签字 | | |  | | | | | | |
| 院长批示 | | |  | | | | | | |