潍坊学院国内公务接待清单(2024版)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **接待单位** | | （单位公章） | | | | | |
| **来宾单位** | |  | | | | | |
| **公务活动内容** | |  | | | | | |
| **来**  **宾** | **姓名** | **性别** | **职务（职称）** | | **陪 同 人 员** | **姓名** | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
| **接待时间、地点** | | |  | | | | |
| **用餐人数、费用** | | |  | | | | |
| **住宿人数、天数、费用** | | |  | | | | |
| **其他支出** | | |  | | | | |
| **备 注** | | | **公务来访** | **邀请专家** | **会议代表** | | **其他** |
|  |  |  | |  |
| **经办人签字：**  **联系电话：** | | | | **接待单位负责人签字：** | | | |