**引智教授差旅申报所需材料**

1.引智教授（\*\*\*）差旅费申报表（见附表）

2.聘任合同复印件

3.机票电子行程单

4.驻地与工大直线往返飞机登机牌或火车票原件，缺失在《引智教授（\*\*\*）差旅费申报表》中“需要说明的其他事项”栏目填写情况说明

5.信用卡购票刷卡记录

6.中国银行外汇牌价（购票当天购票币种与人民币兑换汇率，可从<http://www.boc.cn/sourcedb/whpj/>网站打印）

7.外籍教授需提供护照首页和出入境记录复印件

注：报销材料的外文部分（如重要的行程信息、个人信息等）需翻译并注明翻译人姓名。

**申报材料整理齐全后交到二号办公楼430办公室**

**联系人：张老师 电话：62901353**

**如因账号等信息有误去财务更改之后请联系我们更改存留信息**

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| **引智教授（\*\*\*）差旅费申报表** | | | | | | | | | | | | | | | | | |
| **联系人** | | |  | | | | | | **联系方式** | | | |  | | | | |
| **出国地点** | | |  | | | **出境日期** |  | | | | | | **入境日期** | |  | | |
| **出发** | | | | **到达** | | | | **交通工具** | | **交通费** | | | | | | | |
| **日期** | | **地点** | | **日期** | **地点** | | | **单据张数** | | **单据金额** | | **购票汇率** | | | **金额（人民币）** |
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| **住宿费用** | | **单据张数** | | | **单据金额** | | | | | | **购票汇率** | | | | | **其他费用** | |
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| **其他费用** | |  | | |  | | | | | |  | | | | |  | |
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| **账户信息** | | **用户名** | |  | | | | | **开户行** | |  | | | | | | |
| **银行账号** | |  | | | | | **总金额** | |  | | | | | | |
| **需要说明的其他事项** |  | | | | | | | | | | | | | | | | |
| 承诺不重复报销差旅费用并对说明事项真实性负责！（承诺人手抄一遍）  承诺人签字： | | | | | | | | | | | | | | | | | |
| **部门负责人审批意见** | 部门（项目）负责人签字：  （学院盖章）  年 月 日 | | | | | | | | | | | | | | | | |