|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **因公临时出国任务和预算审批意见表** | | | | | | | | | |
| **团组名称：**上海政法学院 等出访团组 | | | | | | | | | |
| **组团单位：**上海政法学院 | | | **团长（级别）：** | | | | **团员人数**： | | |
| **出访国别（含经停）：** | | | | | **出访时间（天数）：** | | | | |
| **出国任务审核意见** | | | | | | | | | |
| **审核单位：国际交流处** | | | | | **审核日期：** | | | | |
| **审核依据：** | | | | | | | | | |
| **审核内容** | **是否列入出国计划：** | | | | | | | | |
| **出访目标和必要性：** | | | | | | | | |
| **时间和国别是否符合规定：** | | | | | | | | |
| **路线是否符合规定：** | | | | | | | | |
| **团组人数是否符合规定：** | | | | | | | | |
| **其他事项：** | | | | | | | | |
| **审核意见：** | | | | | | | | | |
| **预算财务审核意见** | | | | | | | | | |
| **审核单位：**计财处 | | | | | **审核日期：** | | | | |
| **审核依据：** | | | | | | | | | |
| **审核内容** | **是否列入年度预算：** | | | | | | | | |
| **合计** | **国际旅费** | | **住宿费** | | **伙食费** | | **公杂费** | **其他费用** |
|  |  | |  | |  | |  |  |
| **须事先报批的支出事项：** | | | | | | | | |
| **其他事项：** | | | | | | | | |
| **审核意见：** | | | | | | | | | |