**外事邀请与接待申请表**

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| **基 本 信 息** | | | | | | | | | | | | | | | | | | |
| **团组名称** | |  | | | | | | | | | | | | | | | | |
| **国家地区** | |  | | | | | | | | **来访人数** | | | | |  | | | |
| **拟来访目的** | |  | | | | | | | | **拟来访时间** | | | | |  | | | |
| **来访性质** | | **□申请部门邀请□上级部门下达 □到访团组（人员）提出访问□其他** | | | | | | | | | | | | | | | | |
| **请示部门** | |  | | | | | **联系人** | |  | | | | **联系电话** | | | | |  |
| **外宾人员** | | **中文名** | **英文名** | | | **国别** | **单位** | | | | | **职务** | | | | **性别** | **第几次来校** | |
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| **中方陪同人员** | | **姓名** | | | **单位** | | | | | | **职务** | | | | | | | **备注** |
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| **接待计划** | | **来访时间** | | |  | | | | | | **拟邀请学校领导** | | | | | | |  |
| **来访目的** | | |  | | | | | | | | | | | | | |
| **接待安排** | | |  | | | | | | | | | | | | | |
| **经费来源：** | | | | | | | | | | | | | | | | | | |
| **预算开支** | | **预算项目** | | **单位标准** | | | | **数量** | | | | | | **小计** | | | | |
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| **预算合计：** | | | | | | | | | | | | | | | | | | |
| **备注** |  | | | | | | | | | | | | | | | | | |