**同济大学科研和“四技”项目业务接待审批单**

**（科研类项目适用）**

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| **来访时间** |  | | | |
| **来访内容** |  | | | |
| **来访单位及人员** |  | | | |
| **接待安排** | **日期** | **地点** | | **出席人员** |
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| **是否有校领导参加** | **是 □** | | | **否 □** |
| **经办人** |  | | **联系电话** |  |
| **业务接待审批意见** | **审批人： （签章）**  **日 期：** | | | |

**备注：有校领导参加的业务接待一律按《同济大学国内公务接待管理办法》执行**

**同济大学科研和“四技”项目业务接待清单**

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| **来访内容** |  | | | | | | |
| **来访名单** | **姓名** | | | **单位** | | | |
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| **接待明细** | **接待时间** | **接待人数** | | **陪同人数** | | **餐费总额** | **人均费用** |
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| **有关说明** |  | | | | | | |
| **业务接待 审批意见** | **审批人：（签章）**  **日 期：** | | | | | | |
| **经办人** |  | | **联系电话** | |  | | |