附件2

公务接待审批清单

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 来宾单位名称 | | |  | | | | | | | |
| 基本情况 | 主宾姓名 | |  | | 主宾职务 | | |  | | |
| 联系人 | |  | | 电话 | | |  | | |
| **来宾姓名** | | **职务** | | **来宾姓名** | | | **职务** | | |
|  | |  | |  | | |  | | |
|  | |  | |  | | |  | | |
|  | |  | |  | | |  | | |
| 抵校时间 | |  | | | | | | | |
| 离校时间 | |  | | | | | | | |
| 接待  安排 | 会议及座谈安排 | |  | | | | | | | |
| 我校参会人员 | |  | | | | | | | |
| 住宿地点 | |  | | | | | | | |
| 住宿标准 | | **套间** |  | | **单间** |  | | **标间** |  |
| 用餐安排 | | 时间 | 地点 | | | 标准 | | 陪同人员 | |
|  |  | | |  | |  | |
| 其他安排 | |  | | | | | | | |
| 费用安排 | |  | | | | | | | |
| 审批  情况 | 经办人 | |  | | | | | | | |
| 部门主要负责人审批意见 | |  | | | | | | | |
| 备注 | |  | | | | | | | | |

注:本表请附公函或电话记录。