**人文学院因公出访预报表**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名** |  | | | | **国籍** | |  | | | |
| **单位**  **(系\部门)** |  | | | | | | | | | |
| **职务** |  | | | | **专业** | |  | | | |
| **出访目的** |  | | | | | | **是否列入年度计划** | | |  |
| **费用预算** | | | | | | | | | | |
| **住宿费** |  | | **经费来源(账号)** | | | | |  | | |
| **机票费用生活费用** |  | | **学院财务部门签字** | | | | |  | | |
| **教学/管理任务是否已安排妥当** | | | **教学主管签字:** | | | | | | | |
| **日程安排** | |  | | | | | | | | |
| **校 内**  **联系人** | |  | | **电话** | |  | | | | |
| **系\所\中心领导签字 (请明确是否同意经费使用及工作安排)** | | **负责人签字**  **年 月 日** | | | | **分管领导**  **签字** | | | **年 月 日** | |