|  |
| --- |
| **附件2** |
| **差旅票据与材料汇总单** |
| **序号** | **票据或材料类别（火车票、飞机票、住宿费、开会通知、培训通知等）** | **明细** | **份数** | **金额** | **备注** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **…** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **出差人员签字：** |  |
|  |  |  | **日期：** |  |  |