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| **海南经贸职业技术学院费用报销单** | | | | | | | | | | | | | | | | | | | |
| **报销部门（单位）** | | |  | | | **报销日期** | | | **年 月 日** | | | | | | | **附件张数** | |  | |
| **用 途** | | | **项 目** | | | **金 额** | | | | **用 途** | | | | | | **项 目** | | **金 额** | |
|  | | | **办公费** | | |  | | | |  | | | | | | **打印装订费** | |  | |
|  | | | **印刷费** | | |  | | | |  | | | | | | **书报杂志费** | |  | |
|  | | | **维修费** | | |  | | | |  | | | | | | **设备配件费** | |  | |
|  | | | **宣传费** | | |  | | | |  | | | | | | **教学及实训材料费** | |  | |
|  | | | **版面费** | | |  | | | |  | | | | | |  | |  | |
|  | | | **培训费** | | |  | | | |  | | | | | |  | |  | |
|  | | | **劳务费** | | |  | | | |  | | | | | |  | |  | |
| **报销金额合计** | | | **大写： 拾 万 仟 佰 拾 元 角 分 小写：¥ 元** | | | | | | | | | | | | | | | | |
| **转卡信息 （转入多人可加行）** | | | **收款人** | | | **开户银行** | | | | | | | **银行卡号** | | | | | **金额** | |
| **公务卡** | | |  | | |  | | | | | | |  | | | | |  | |
| **其他银行卡** | | |  | | |  | | | | | | |  | | | | |  | |
| **计划财务处 负责人** |  | | **财务 复核** |  | | | **财务 初审** |  | | | | **部门（单位或项目）负责人** | | |  | | **报销人** | |  |
| **院 长 （金额10万元及以上）** | |  | | | **分管财务学院领导 （金额3万元及以上）** | | | | | |  | | | **分管业务学院领导（金额1万元及以上）** | | |  | | |