附件：

**中国药科大学国内公务接待审批单**

**单位、部门： 20 年 月 日**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 校内联络人 | | |  | | | | | 联系方式 | |  | | | |
| 公务类型 | | | □ 会　　议 □ 考察调研 □ 学习交流  □ 检查指导 □ 验收评估  其他： | | | | | | | | | | |
| 接待时间 | | |  | | | | | | | | | | |
| **接待对象** | | | | | | | | | | | | | |
| **单位** | | | | **姓名** | | | **职务** | | | | | | **备注** |
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| 用餐标准 | 元/人 | | | | 用餐场所 | □ 校 内  □ 校 外 | | | | | 用餐人数 | 来访 人  陪同 人 | |
| 部门负责人意见 | |  | | | | | | | “两办”审核意见 | |  | | |