**差 旅 费 报 销 单**

姓名： 年 月 日 附单据 张

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| 年 | | | 起讫地点 | 行程时间 | | 城市间交通费 | 住宿费 | | 市内交通费 | 伙食补助 | | | 合计金额 |
| 月 | | 日 | 起 | 讫 | 天数 | 金额 | 人数 | 天数 | 金额 |
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| 合计金额大写（人民币） 拾 万 仟 佰 拾 元 角 分 ¥ | | | | | | | | | | | | | |
| 报销人签名 | | | | | |  | | | | | | | |
| 备 注 | | | | | |  | | | | | | | |