**西北大学教职工探亲费报销单**

**报销日期 年 月 日**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **单 位** |  | | | | **姓名** | |  | | | | **职别** | |  | | |
| **探望亲属** |  | | **探亲地址** | |  | | | | | | | | | | |
| **探亲时间** | **自 年 月 日 至 年 月 日** | | | | | | | | **已附单据张数** | | | | |  | |
| **车船费金额** |  | | | | | | | | | | | | | | |
| **审核报销金额** | **（大写）** | | | | | | | | | | | | | | |
| **原借金额** |  | | | **报销金额** | |  | | | | **应补退数** | | | | |  |
| **财务处**  **审 核** |  | **人事处**  **审 批** | |  | | **本单位**  **审 批** | |  | | | | **报销**  **签字** | | |  |
| **备注** |  | | | | | | | | | | | | | | |