附件1：

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **出行日期** | **人员** | **起止地点** | **事由** | **报销金额**  **（单位：元）** | **审核人** | **备注 （注明发票号）** |
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公务交通出行费用“实报实销”台账

单位名称：

单位负责人（签字）: 台账管理人员（签字）：