附件二

国际学院公务接待审批表

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| 来宾单位名称 | |  | | | | | | | |
| 工作事由 | |  | | | | | | | |
| 基本情况 | **来宾姓名** | **国别** | | **职务** | | | | **联系方式** | |
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| 接待  安排 | 宴会地点 |  | | | | | | | |
| 学院陪同人员 |  | | | | | | | |
| 住宿地点 |  | | | | | | | |
| 住宿标准 | **套间** |  | | **单间** |  | **标间** | |  |
| 其他安排 |  | | | | | | | |
| 费用安排 |  | | | | | | | |
| 审批  情况 | 审核人 |  | | | | | | | |
| 一支笔审批 |  | | | | | | | |
| 院领导班子审批意见 |  | | | | | | | |
| 备注 |  | | | | | | | | |