|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **江 苏 师 范 大 学** | | | | | | | | |
| **临时劳务费领条** | | | | | | | | |
| 发放部门 |  | | | | | | | |
| 发放明细 | 发放事由 |  | | | | | | |
| 姓名 | 发生时间（起—止） | | | 工作量（小时/天数/次数） | | | 标准（元） |
|  |  | | | |  | |  |
| 金 额 |  | 小写： 大写： | | | | | | |
| 审批人签字 |  | | 收款人签名 | | | | |  |
|  |  |  | |  | |  | 年 月 日 | |
| 注：适用于无法取得个人银行账号的小额劳务费等支出，必须由本人签收。   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **江 苏 师 范 大 学 支 款 凭 证** | | | | | | | | | | | | | 年 月 日 | | | | | | | | | | | | | 支款用途 | 品名或事由 | 单 位 | 数 量 | 单 价 | 金 额 | | | | | | | | 万 | 千 | 百 | 十 | 元 | 角 | 分 | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | | 合计（大写） | | | | | | | | | | | | | 单位（章） 证明人 经手人 | | | | | | | | | | | | | | | | | | | | |

**江苏师范大学横向科研活动预算单**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 活动内容 | |  | | | | | | | |
| 时间 | 开始时间 |  | | | 结束时间 | | |  | |
| 参加人员 | 参加人姓名 | 职务 | | | 参加人姓名 | | | 职务 | |
|  |  | | |  | | |  | |
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|  |  | | |  | | |  | |
| 食宿安排 | 住宿地点 |  | | | | | | | |
| 住宿标准 | 套间 |  | 单间 | |  | 标间 | |  |
| 用餐安排 | 时间 | 地点 | | | 标准 | 备注 | | |
|  |  |  | | |  |  | | |
|  |  |  | | |  |  | | |
|  |  |  | | |  |  | | |
| 其他安排 |  | | | | | | | |
| 费用安排 |  | | | | | | | |
| 审批  情况 | 经办人 |  | | | | | | | |
| 项目负责人审批意见 |  | | | | | | | |
| 备注 |  | | | | | | | | |

注: 餐费每人每天不超200元，住宿费每人每天不超650元。