附件2

西北师范大学公务出行审批单

单位：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 用车人姓名 | 用车时间 | 用车事由 | 起讫地点 | 报销金额（元） | 备注 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

单位负责人签字：