江 汉 大 学 学 术 会 议 审 批 表

填单时间：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 会议名称 | |  | | | | | | | | | | |  |
|  | 会议类别 | | ○国内学术会议 | | | | | |  | ○国际学术会议 | | | |  |
|  | 会议主要内容 | |  | | | | | | | | | | |  |
|  | 会议起止时间 | |  |  | 会议地点 | | | | | |  | | |  |
|  | 会议方式 | | ○举办 ○协助举办 ○受托承办 | | | | | | | | | | |  |
|  | 会议代表人数 | |  | | | |  | 工作人员人数 | | | |  | |  |
|  | 会议费开支预算项目名称 | |  | | | | | | | | | | |  |
|  | 会议费开支预算项目财务编号 | |  | | | | | | | | | | |  |
|  |  |  |  | | | |  |  | | | | |  |  |
|  | 会议费  开支预算 | 费用类别 | 金 额（元） | | | 备注（依据标准） | | | | | | | |  |
|  | 住宿费 |  | | |  | | | | | | | |  |
|  | 伙食费 |  | | |  | | | | | | | |  |
|  | 会议室租金 |  | | |  | | | | | | | |  |
|  | 交通费 |  | | |  | | | | | | | |  |
|  | 文件印刷费 |  | | |  | | | | | | | |  |
|  | 其他费用 |  | | |  | | | | | | | |  |
|  | 合计 |  | | |  | | | | | | | |  |
|  |  | | | | | | | |  |  | | |  |  |
|  | 学院（科研机构）分管科研领导： 会议预算项目负责人： | | | | | | | | | | | | |  |