**出 差 审 批 单**

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| **部 门** |  | | | | **出差人** | |  | |
| **出差任务** |  | | | | | | | |
| **出差路线** | **月** | **日** | **出发地** | **月** | | **日** | | **目的地** |
|  |  |  |  | |  | |  |
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| **审 批** | **人事处领导： 部门负责人：** | | | | | | | |
| **变更审批** | **变更内容** | | | | | **审 批** | | |
| **申请人：**  **日期：** | | | | | **部门负责人：**  **人事处领导： 校领导：** | | |

备注：出差30天以内由所在部门、单位审批，30天及30天以上由所在部门、单位和人事处审批。