**（盖本单位公章）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 因公临时出国（境）任务和预算审批意见表 | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **团组名称:** | | | | | | | | | | | | | | | |
| **组团单位** |  | | | **团长（级别）** | | |  | | | **团员人数** | | |  | | |
| **出访国别或地区** | |  | | **经停** | |  | | **出访时间（天数）** | | | | |  | | |
| **出国（境）任务审核意见** | | | | | | | | | | | | | | | |
| **审核单位** | **洛阳市人民政府外事侨务办公室** | | | | | | **审核日期** | | | |  | | | | |
| **审核依据** |  | | | | | | | | | | | | | | |
| **审核内容** | **是否列入出访计划：** | | | | | | | | | | | | | | |
| **出访目标和必要性：** | | | | | | | | | | | | | | |
| **时间和国别或地区是否符合规定：** | | | | | | | | | | | | | | |
| **路线是否符合规定：** | | | | | | | | | | | | | | |
| **团组人数是否符合规定：** | | | | | | | | | | | | | | |
| **其他事项：** | | | | | | | | | | | | | | |
| **审核意见** | **( 须注明 “ 同意 ”, 并由外事部门的负责人签字，盖审核单位章）** | | | | | | | | | | | | | |  |
| **预算财务审核意见** | | | | | | | | | | | | | | | |
| **审核单位** | **（本单位财务部门）** | | | | | | **审核日期** | | | |  | | | | |
| **审核依据** |  | | | | | | | | | | | | | | |
| **审核内容** | **是否列入年度预算：** | | | | | | | | | | | | | | |
| **合计** | | **国际旅费** | | **住宿费** | | | | **伙食费** | | | **公杂费** | | **其他费用** | |
|  | |  | |  | | | |  | | |  | |  | |
| **须事先报批的支出事项：** | | | | | | | | | | | | | | |
| **其他事项：** | | | | | | | | | | | | | | |
| **审核意见** | **( 须注明 “ 同意 ”,并由财务部门的负责人签字，盖审核单位财务章）** | | | | | | | | | | | | | | |

**备注：1.组团单位和单位财务部门应对各项支出的测算和审核做详细说明。**

**2.各审核单位须按照有关规定要求如实填报并承担相应责任。**