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| **上海交通大学外宾接待宴请清单** | | | | | |
| **接待单位** |  | | | | |
| **接待时间** |  | | | | |
| **接待地点** |  | | | | |
| **来访人员名单** | **姓 名** | **职务/职称** | | | **单位** |
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| **陪同人员名单** |  |  | | |  |
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| **费用合计（大写） ￥： ¥：** | | | | | |
| **单位审批意见** | **填报人： 日 期：     负责人(签章): 单位公章：** | | | | |
| 注:此表（须随附境外人士来访预报表）一式两份，一份本单位留存，一份交财计处做报销凭证 | | | | | |
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