**中国药科大学业务接待审批单**

单位、部门： 20 年 月 日

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 校内联络人 | | |  | | | | | 联系方式 |  | | | |
| 业务类型 | | | □ 会 议 □ 考察调研 □ 学习交流  其他： | | | | | | | | | |
| 接待时间 | | |  | | | | | | | | | |
| 接待对象 | | | | | | | | | | | | |
| 单位 | | | | 姓名 | | | 职务 | | | | | 备注 |
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| 用餐标准 | 元/人 | | | | 用餐场所 | □ 校 内  □ 校 外 | | | | 用餐人数 | 来访 人  陪同 人 | |
| 项目负责人意见 | |  | | | | | | | | | | |