附件2

**南京财经大学业务接待清单**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 接待时间 |  | | 接待单位 | |  | 经办人 | |  | |
| 接待事由 |  | | | | | | | | |
| 接待对象信息  （可另附页） | 姓名 | | | 单位 | | | 职务 | | |
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| 校内陪同人员 | 姓名 |  | | | | | 人数 | |  |
| 接待明细  （可另附页） | 接待项目 | | | 时间、地点 | | | 费用 | | |
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| 共计（元） |  | | | | | | | | |
| 接待单位或项目负责人意见 | 签名： 年 月 日 | | | | | | | | |