榆林神华能源有限责任公司

**[type]**

接待日期: [year]年[month]月[days]日 接待性质：[receptiontype] 申请部门：[requestdepartment] 编号：[ids]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 来宾单位 | | | [department] | | | | 来宾人数 | | | [num] 人 | 来宾事由 | | | | [visitreason] | | |
| 接待项目 | 就餐 | 时 间 | | | 地 点 | | | 就餐金额（元） | | | | 烟酒金额（元） | | | | | 小计(元) |
| [repasttime] | | | [repastplace] | | | [repastsum] | | | | [cigarett] | | | | | [amount] |
| 住宿 | 入住时间 | | | 地 点 | | | 离店时间 | | | | 住宿费（元） | | | | | 小计（元） |
| [putuptime] | | | [putupplace] | | | [leavetime] | | | | [putupsum] | | | | | [putupsum] |
| 会议 | 会议时间 | | | 会议地点 | | | | | | | 会议费（元） | | | | | 小计（元） |
| [time] | | | [room][place] | | | | | | | [meetingsum] | | | | | [meetingsum] |
| 实报金额  （不含烟酒） | | | | |  |  | | --- | --- | | 人民币（大写）[dax] | ￥：[factsum] | | | | | | | | | | | | | | 费用合计(元） |
| [allsum] |
| 公司  总经理 | | | [cleader] | | | 常务  副总经理 | | | [fleader] | | | | 公司领导 | | | [financeleader] | |
| 综合办  负责人 | | | [officer] | | | 经办部门  负责人 | | | [leader] | | | | | 经办人 | | [people] | |