到款分配单1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 所在院系 |  | 项目名称 |  | 负责人 |  |
| 付款单位 |  | | | | |
| 到款额 |  | 收入额 |  | 分配额 |  |
| 外拨+校内仪器 |  | 代购硬件 |  | 经费号 |  |
| 根据《北京大学科技开发收入管理规定》按下列比例分配： | | | | | |
| 上缴学校 |  | |  | | |
| 上缴院、系、所 |  | |  | | |
| 发展基金 |  | |  | | |
| 福利及劳务费 |  | |  | | |
| 备注 |  | | | | |
| 北京大学科技开发部（章） | | | 负责人陈东敏 年 月 日 | | |

到款分配单2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 所在院系 |  | | 项目名称 |  | 负责人 | |  |
| 付款单位 |  | | | | | | |
| 到款额 |  | | 收入额 |  | 分配额 | |  |
| 外拨+校内仪器 |  | | 代购硬件 |  | 经费号 | |  |
| 管理费 |  | | |  | | | |
| 劳务费 |  | | |  | | | |
| 咨询费 |  | | |  | | | |
| 营业税金及附加 |  | | |  | | | |
| 增值税 |  | | |  | | | |
| 备注： |  | | | | | | |
| 校内项目编号： | | 经手人 ： | | 先进技术研究院 | | 年 月 日 | |

# 费用报销单

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 报销人 |  | 部门 |  | 项目负责人 |  |
| 报销日期 |  | 发生日期 |  | 项目编号 |  |
| 摘要 |  | | | | |
| 单据张数 |  | 金额 |  | 合计 |  |
| 金额大写 |  | | | | |
| 审批 | 项目负责人 |  | 财务负责人 |  | |
| 机构负责人 |  |  |  | |
| 领款人 |  | 领款日期 |  | 备注 |  |

# 工资报销单

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 部门 | 基本工资 | 绩效工资 | 增项合计 | 减项合计 | 应发金额 | 个人应缴保险合计 | 个人所得税 | 实发金额 |
|  |  |  |  |  |  |  |  |  |  |
| 审批 | 项目负责人 |  | 财务负责人 |  | 机构负责人 |  | 管委会负责人 |  | |
| 备注 |  | | | | | | | | |

# 年度经费概算表（单位：万元）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 项目 | 合计 | 20 年 | 20 年 | 20 年 |
| 设计费 |  |  |  |  |
| 1、项目分析费 |  |  |  |  |
| 2、项目调研费 |  |  |  |  |
| 3、项目论证费 |  |  |  |  |
| 专用费 |  |  |  |  |
| 1设备购置费 |  |  |  |  |
| 2 |  |  |  |  |
| 材料费 |  |  |  |  |
| 1、移动电源 |  |  |  |  |
| 2、移动存储器 |  |  |  |  |
| 3、数据线 |  |  |  |  |
| 4、通信设备 |  |  |  |  |
| 5、通讯卡及其服务费 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 外协费 |  |  |  |  |
| 1、 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 燃料动力费 |  |  |  |  |
| 1、汽油费 |  |  |  |  |
| 2、电费 |  |  |  |  |
| 3、水费 |  |  |  |  |
| 4、取暖费 |  |  |  |  |
| 5、 |  |  |  |  |
| 固定资产使用费 |  |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 工资和劳务费 |  |  |  |  |
|  |  |  |  |  |
| 差旅费 |  |  |  |  |
| 1国内 |  |  |  |  |
| 2国外 |  |  |  |  |
| 3 |  |  |  |  |
| 会议费 |  |  |  |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 事务费 |  |  |  |  |
| 1、版面费 |  |  |  |  |
| 2、资料购置费 |  |  |  |  |
| 3、网费 |  |  |  |  |
| 4、软著 |  |  |  |  |
| 5、专利 |  |  |  |  |
|  |  |  |  |  |
| 专家咨询费 |  |  |  |  |
|  |  |  |  |  |
| 管理费 |  |  |  |  |
| 不可预见费 |  |  |  |  |
|  |  |  |  |  |
| 合计 |  |  |  |  |

## 固定资产申购表

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人 |  | | | 部门 |  | | 日期 |  |
| 申请理由 |  | | | | | | | |
| 品 名 | 型 号 | 单价（元） | | 数量 | | 金额（元） | | |
|  |  |  | |  | |  | | |
|  |  |  | |  | |  | | |
|  |  |  | |  | |  | | |
| 金额（大写）： | | | 金额（小写）： | | | | | |
| 申请人： | 项目经理： | | 部门经理： | | | 机构负责人： | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **员工工资体系—管理（M）系列** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工资级别** | | | | | | | | **月工资（元）** | | | | | | | | | | | | **月总工资分次考核发放方案** | | | | | | | | | | | | | | | | | | | |
| **基本工资** | | | | **绩效工资（含补助）** | | | | **合计** | | | | **月实发基本工资** | | | | **月实发绩效工资（80%）** | | | | **月实发工资合计** | | | | **纳入季考核后季总发月绩效工资（20%中的70%部分）** | | | | **纳入季年考核后年总发月绩效工资（20%中的30%部分）** | | | |
| **(1)** | | | | **(2)** | | | | **(3)=(1)+(2)** | | | | **(4)=(1)** | | | | **(5)=(2)\*0.8** | | | | **(6)=(4)+(5)** | | | | (7)=(2)\*0.2\*3\*0.7 | | | | (8)=(2)\*0.2\*0.3\*12 | | | |
| **管理一级** | | | | **M1-1** | | | | **3540** | | | | **7080** | | | | **10620** | | | | **3540** | | | | **5664** | | | | **9204** | | | | **2973.6** | | | | **5097.6** | | | |
| **M1-2** | | | | **3480** | | | | **6960** | | | | **10440** | | | | **3480** | | | | **5568** | | | | **9048** | | | | **2923.2** | | | | **5011.2** | | | |
| **M1-3** | | | | **3420** | | | | **6840** | | | | **10260** | | | | **3420** | | | | **5472** | | | | **8892** | | | | **2872.8** | | | | **4924.8** | | | |
| **M1-4** | | | | **3360** | | | | **6720** | | | | **10080** | | | | **3360** | | | | **5376** | | | | **8736** | | | | **2822.4** | | | | **4838.4** | | | |
| **M1-5** | | | | **3300** | | | | **6600** | | | | **9900** | | | | **3300** | | | | **5280** | | | | **8580** | | | | **2772** | | | | **4752** | | | |
| **管理二级** | | | | **M2-1** | | | | **3240** | | | | **6480** | | | | **9720** | | | | **3240** | | | | **5184** | | | | **8424** | | | | **2721.6** | | | | **4665.6** | | | |
| **M2-2** | | | | **3180** | | | | **6360** | | | | **9540** | | | | **3180** | | | | **5088** | | | | **8268** | | | | **2671.2** | | | | **4579.2** | | | |
| **M2-3** | | | | **3120** | | | | **6240** | | | | **9360** | | | | **3120** | | | | **4992** | | | | **8112** | | | | **2620.8** | | | | **4492.8** | | | |
| **M2-4** | | | | **3060** | | | | **6120** | | | | **9180** | | | | **3060** | | | | **4896** | | | | **7956** | | | | **2570.4** | | | | **4406.4** | | | |
| **M2-5** | | | | **3000** | | | | **6000** | | | | **9000** | | | | **3000** | | | | **4800** | | | | **7800** | | | | **2520** | | | | **4320** | | | |
| **管理三级** | | | | **M3-1** | | | | **2940** | | | | **5880** | | | | **8820** | | | | **2940** | | | | **4704** | | | | **7644** | | | | **2469.6** | | | | **4233.6** | | | |
| **M3-2** | | | | **2880** | | | | **5760** | | | | **8640** | | | | **2880** | | | | **4608** | | | | **7488** | | | | **2419.2** | | | | **4147.2** | | | |
| **M3-3** | | | | **2820** | | | | **5640** | | | | **8460** | | | | **2820** | | | | **4512** | | | | **7332** | | | | **2368.8** | | | | **4060.8** | | | |
| **M3-4** | | | | **2760** | | | | **5520** | | | | **8280** | | | | **2760** | | | | **4416** | | | | **7176** | | | | **2318.4** | | | | **3974.4** | | | |
| **M3-5** | | | | **2700** | | | | **5400** | | | | **8100** | | | | **2700** | | | | **4320** | | | | **7020** | | | | **2268** | | | | **3888** | | | |
| **管理四级** | | | | **M4-1** | | | | **2640** | | | | **5280** | | | | **7920** | | | | **2640** | | | | **4224** | | | | **6864** | | | | **2217.6** | | | | **3801.6** | | | |
| **M4-2** | | | | **2580** | | | | **5160** | | | | **7740** | | | | **2580** | | | | **4128** | | | | **6708** | | | | **2167.2** | | | | **3715.2** | | | |
| **M4-3** | | | | **2520** | | | | **5040** | | | | **7560** | | | | **2520** | | | | **4032** | | | | **6552** | | | | **2116.8** | | | | **3628.8** | | | |
| **M4-4** | | | | **2460** | | | | **4920** | | | | **7380** | | | | **2460** | | | | **3936** | | | | **6396** | | | | **2066.4** | | | | **3542.4** | | | |
| **M4-5** | | | | **2400** | | | | **4800** | | | | **7200** | | | | **2400** | | | | **3840** | | | | **6240** | | | | **2016** | | | | **3456** | | | |
| **管理五级** | | | | **M5-1** | | | | **2340** | | | | **4680** | | | | **7020** | | | | **2340** | | | | **3744** | | | | **6084** | | | | **1965.6** | | | | **3369.6** | | | |
| **M5-2** | | | | **2280** | | | | **4560** | | | | **6840** | | | | **2280** | | | | **3648** | | | | **5928** | | | | **1915.2** | | | | **3283.2** | | | |
| **M5-3** | | | | **2220** | | | | **4440** | | | | **6660** | | | | **2220** | | | | **3552** | | | | **5772** | | | | **1864.8** | | | | **3196.8** | | | |
| **M5-4** | | | | **2160** | | | | **4320** | | | | **6480** | | | | **2160** | | | | **3456** | | | | **5616** | | | | **1814.4** | | | | **3110.4** | | | |
| **M5-5** | | | | **2100** | | | | **4200** | | | | **6300** | | | | **2100** | | | | **3360** | | | | **5460** | | | | **1764** | | | | **3024** | | | |
| **管理六级** | | | | **M6-1** | | | | **2040** | | | | **4080** | | | | **6120** | | | | **2040** | | | | **3264** | | | | **5304** | | | | **1713.6** | | | | **2937.6** | | | |
| **M6-2** | | | | **1980** | | | | **3960** | | | | **5940** | | | | **1980** | | | | **3168** | | | | **5148** | | | | **1663.2** | | | | **2851.2** | | | |
| **M6-3** | | | | **1920** | | | | **3840** | | | | **5760** | | | | **1920** | | | | **3072** | | | | **4992** | | | | **1612.8** | | | | **2764.8** | | | |
| **M6-4** | | | | **1860** | | | | **3720** | | | | **5580** | | | | **1860** | | | | **2976** | | | | **4836** | | | | **1562.4** | | | | **2678.4** | | | |
| **M6-5** | | | | **1800** | | | | **3600** | | | | **5400** | | | | **1800** | | | | **2880** | | | | **4680** | | | | **1512** | | | | **2592** | | | |
| **管理七级** | | | | **M7-1** | | | | **1740** | | | | **3480** | | | | **5220** | | | | **1740** | | | | **2784** | | | | **4524** | | | | **1461.6** | | | | **2505.6** | | | |
| **M7-2** | | | | **1680** | | | | **3360** | | | | **5040** | | | | **1680** | | | | **2688** | | | | **4368** | | | | **1411.2** | | | | **2419.2** | | | |
| **M7-3** | | | | **1620** | | | | **3240** | | | | **4860** | | | | **1620** | | | | **2592** | | | | **4212** | | | | **1360.8** | | | | **2332.8** | | | |
| **M7-4** | | | | **1560** | | | | **3120** | | | | **4680** | | | | **1560** | | | | **2496** | | | | **4056** | | | | **1310.4** | | | | **2246.4** | | | |
| **M7-5** | | | | **1500** | | | | **3000** | | | | **4500** | | | | **1500** | | | | **2400** | | | | **3900** | | | | **1260** | | | | **2160** | | | |
| **管理八级** | | | | **M8-1** | | | | **1440** | | | | **2880** | | | | **4320** | | | | **1440** | | | | **2304** | | | | **3744** | | | | **1209.6** | | | | **2073.6** | | | |
| **M8-2** | | | | **1380** | | | | **2760** | | | | **4140** | | | | **1380** | | | | **2208** | | | | **3588** | | | | **1159.2** | | | | **1987.2** | | | |
| **M8-3** | | | | **1320** | | | | **2640** | | | | **3960** | | | | **1320** | | | | **2112** | | | | **3432** | | | | **1108.8** | | | | **1900.8** | | | |
| **M8-4** | | | | **1260** | | | | **2520** | | | | **3780** | | | | **1260** | | | | **2016** | | | | **3276** | | | | **1058.4** | | | | **1814.4** | | | |
| **M8-5** | | | | **1200** | | | | **2400** | | | | **3600** | | | | **1200** | | | | **1920** | | | | **3120** | | | | **1008** | | | | **1728** | | | |
| **管理九级** | | | | **M9-1** | | | | **1140** | | | | **2280** | | | | **3420** | | | | **1140** | | | | **1824** | | | | **2964** | | | | **957.6** | | | | **1641.6** | | | |
| **M9-2** | | | | **1080** | | | | **2160** | | | | **3240** | | | | **1080** | | | | **1728** | | | | **2808** | | | | **907.2** | | | | **1555.2** | | | |
| **M9-3** | | | | **1020** | | | | **2040** | | | | **3060** | | | | **1020** | | | | **1632** | | | | **2652** | | | | **856.8** | | | | **1468.8** | | | |
| **M9-4** | | | | **960** | | | | **1920** | | | | **2880** | | | | **960** | | | | **1536** | | | | **2496** | | | | **806.4** | | | | **1382.4** | | | |
| **M9-5** | | | | **900** | | | | **1800** | | | | **2700** | | | | **900** | | | | **1440** | | | | **2340** | | | | **756** | | | | **1296** | | | |
| **管理十级** | | | | **M10-1** | | | | **840** | | | | **1680** | | | | **2520** | | | | **840** | | | | **1344** | | | | **2184** | | | | **705.6** | | | | **1209.6** | | | |
| **M10-2** | | | | **780** | | | | **1560** | | | | **2340** | | | | **780** | | | | **1248** | | | | **2028** | | | | **655.2** | | | | **1123.2** | | | |
| **M10-3** | | | | **720** | | | | **1440** | | | | **2160** | | | | **720** | | | | **1152** | | | | **1872** | | | | **604.8** | | | | **1036.8** | | | |
| **M10-4** | | | | **660** | | | | **1320** | | | | **1980** | | | | **660** | | | | **1056** | | | | **1716** | | | | **554.4** | | | | **950.4** | | | |
| **M10-5** | | | | **600** | | | | **1200** | | | | **1800** | | | | **600** | | | | **960** | | | | **1560** | | | | **504** | | | | **864** | | | |
| 注：总工资级差为180元 | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |
| **员工工资体系—技术（T）系列** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **工资级别** | | | | | | | | **月工资（元）** | | | | | | | | | | | | **月总工资分次考核发放方案** | | | | | | | | | | | | | | | | | | | |
| **基本工资** | | | | **绩效工资（含补助）** | | | | **合计** | | | | **月实发基本工资** | | | | **月实发绩效工资（80%）** | | | | **月实发工资合计** | | | | **纳入季考核后季总发月绩效工资（20%中的70%部分）** | | | | **纳入季年考核后年总发月效工绩资（20%中的30%部分）** | | | |
| **(1)** | | | | **(2)** | | | | **(3)=(1)+(2)** | | | | **(4)=(1)** | | | | **(5)=(2)\*0.8** | | | | **(6)=(4)+(5)** | | | | **(7)=(2)\*0.2\*3\*0.7** | | | | **(8)=(2)\*0.2\*0.3\*12** | | | |
| **技术一级** | | | | **T1-1** | | | | **4328** | | | | **8656** | | | | **12984** | | | | **4328** | | | | **6924.8** | | | | **11252.8** | | | | **3635.52** | | | | **6232.32** | | | |
| **T1-2** | | | | **4256** | | | | **8512** | | | | **12768** | | | | **4256** | | | | **6809.6** | | | | **11065.6** | | | | **3575.04** | | | | **6128.64** | | | |
| **T1-3** | | | | **4184** | | | | **8368** | | | | **12552** | | | | **4184** | | | | **6694.4** | | | | **10878.4** | | | | **3514.56** | | | | **6024.96** | | | |
| **T1-4** | | | | **4112** | | | | **8224** | | | | **12336** | | | | **4112** | | | | **6579.2** | | | | **10691.2** | | | | **3454.08** | | | | **5921.28** | | | |
| **T1-5** | | | | **4040** | | | | **8080** | | | | **12120** | | | | **4040** | | | | **6464** | | | | **10504** | | | | **3393.6** | | | | **5817.6** | | | |
| **技术二级** | | | | **T2-1** | | | | **3968** | | | | **7936** | | | | **11904** | | | | **3968** | | | | **6348.8** | | | | **10316.8** | | | | **3333.12** | | | | **5713.92** | | | |
| **T2-2** | | | | **3896** | | | | **7792** | | | | **11688** | | | | **3896** | | | | **6233.6** | | | | **10129.6** | | | | **3272.64** | | | | **5610.24** | | | |
| **T2-3** | | | | **3824** | | | | **7648** | | | | **11472** | | | | **3824** | | | | **6118.4** | | | | **9942.4** | | | | **3212.16** | | | | **5506.56** | | | |
| **T2-4** | | | | **3752** | | | | **7504** | | | | **11256** | | | | **3752** | | | | **6003.2** | | | | **9755.2** | | | | **3151.68** | | | | **5402.88** | | | |
| **T2-5** | | | | **3680** | | | | **7360** | | | | **11040** | | | | **3680** | | | | **5888** | | | | **9568** | | | | **3091.2** | | | | **5299.2** | | | |
| **技术三级** | | | | **T3-1** | | | | **3608** | | | | **7216** | | | | **10824** | | | | **3608** | | | | **5772.8** | | | | **9380.8** | | | | **3030.72** | | | | **5195.52** | | | |
| **T3-2** | | | | **3536** | | | | **7072** | | | | **10608** | | | | **3536** | | | | **5657.6** | | | | **9193.6** | | | | **2970.24** | | | | **5091.84** | | | |
| **T3-3** | | | | **3464** | | | | **6928** | | | | **10392** | | | | **3464** | | | | **5542.4** | | | | **9006.4** | | | | **2909.76** | | | | **4988.16** | | | |
| **T3-4** | | | | **3392** | | | | **6784** | | | | **10176** | | | | **3392** | | | | **5427.2** | | | | **8819.2** | | | | **2849.28** | | | | **4884.48** | | | |
| **T3-5** | | | | **3320** | | | | **6640** | | | | **9960** | | | | **3320** | | | | **5312** | | | | **8632** | | | | **2788.8** | | | | **4780.8** | | | |
| **技术四级** | | | | **T4-1** | | | | **3248** | | | | **6496** | | | | **9744** | | | | **3248** | | | | **5196.8** | | | | **8444.8** | | | | **2728.32** | | | | **4677.12** | | | |
| **T4-2** | | | | **3176** | | | | **6352** | | | | **9528** | | | | **3176** | | | | **5081.6** | | | | **8257.6** | | | | **2667.84** | | | | **4573.44** | | | |
| **T4-3** | | | | **3104** | | | | **6208** | | | | **9312** | | | | **3104** | | | | **4966.4** | | | | **8070.4** | | | | **2607.36** | | | | **4469.76** | | | |
| **T4-4** | | | | **3032** | | | | **6064** | | | | **9096** | | | | **3032** | | | | **4851.2** | | | | **7883.2** | | | | **2546.88** | | | | **4366.08** | | | |
| **T4-5** | | | | **2960** | | | | **5920** | | | | **8880** | | | | **2960** | | | | **4736** | | | | **7696** | | | | **2486.4** | | | | **4262.4** | | | |
| **技术五级** | | | | **T5-1** | | | | **2888** | | | | **5776** | | | | **8664** | | | | **2888** | | | | **4620.8** | | | | **7508.8** | | | | **2425.92** | | | | **4158.72** | | | |
| **T5-2** | | | | **2816** | | | | **5632** | | | | **8448** | | | | **2816** | | | | **4505.6** | | | | **7321.6** | | | | **2365.44** | | | | **4055.04** | | | |
| **T5-3** | | | | **2744** | | | | **5488** | | | | **8232** | | | | **2744** | | | | **4390.4** | | | | **7134.4** | | | | **2304.96** | | | | **3951.36** | | | |
| **T5-4** | | | | **2672** | | | | **5344** | | | | **8016** | | | | **2672** | | | | **4275.2** | | | | **6947.2** | | | | **2244.48** | | | | **3847.68** | | | |
| **T5-5** | | | | **2600** | | | | **5200** | | | | **7800** | | | | **2600** | | | | **4160** | | | | **6760** | | | | **2184** | | | | **3744** | | | |
| **技术六级** | | | | **T6-1** | | | | **2528** | | | | **5056** | | | | **7584** | | | | **2528** | | | | **4044.8** | | | | **6572.8** | | | | **2123.52** | | | | **3640.32** | | | |
| **T6-2** | | | | **2456** | | | | **4912** | | | | **7368** | | | | **2456** | | | | **3929.6** | | | | **6385.6** | | | | **2063.04** | | | | **3536.64** | | | |
| **T6-3** | | | | **2384** | | | | **4768** | | | | **7152** | | | | **2384** | | | | **3814.4** | | | | **6198.4** | | | | **2002.56** | | | | **3432.96** | | | |
| **T6-4** | | | | **2312** | | | | **4624** | | | | **6936** | | | | **2312** | | | | **3699.2** | | | | **6011.2** | | | | **1942.08** | | | | **3329.28** | | | |
| **T6-5** | | | | **2240** | | | | **4480** | | | | **6720** | | | | **2240** | | | | **3584** | | | | **5824** | | | | **1881.6** | | | | **3225.6** | | | |
| **技术七级** | | | | **T7-1** | | | | **2168** | | | | **4336** | | | | **6504** | | | | **2168** | | | | **3468.8** | | | | **5636.8** | | | | **1821.12** | | | | **3121.92** | | | |
| **T7-2** | | | | **2096** | | | | **4192** | | | | **6288** | | | | **2096** | | | | **3353.6** | | | | **5449.6** | | | | **1760.64** | | | | **3018.24** | | | |
| **T7-3** | | | | **2024** | | | | **4048** | | | | **6072** | | | | **2024** | | | | **3238.4** | | | | **5262.4** | | | | **1700.16** | | | | **2914.56** | | | |
| **T7-4** | | | | **1952** | | | | **3904** | | | | **5856** | | | | **1952** | | | | **3123.2** | | | | **5075.2** | | | | **1639.68** | | | | **2810.88** | | | |
| **T7-5** | | | | **1880** | | | | **3760** | | | | **5640** | | | | **1880** | | | | **3008** | | | | **4888** | | | | **1579.2** | | | | **2707.2** | | | |
| **技术八级** | | | | **T8-1** | | | | **1808** | | | | **3616** | | | | **5424** | | | | **1808** | | | | **2892.8** | | | | **4700.8** | | | | **1518.72** | | | | **2603.52** | | | |
| **T8-2** | | | | **1736** | | | | **3472** | | | | **5208** | | | | **1736** | | | | **2777.6** | | | | **4513.6** | | | | **1458.24** | | | | **2499.84** | | | |
| **T8-3** | | | | **1664** | | | | **3328** | | | | **4992** | | | | **1664** | | | | **2662.4** | | | | **4326.4** | | | | **1397.76** | | | | **2396.16** | | | |
| **T8-4** | | | | **1592** | | | | **3184** | | | | **4776** | | | | **1592** | | | | **2547.2** | | | | **4139.2** | | | | **1337.28** | | | | **2292.48** | | | |
| **T8-5** | | | | **1520** | | | | **3040** | | | | **4560** | | | | **1520** | | | | **2432** | | | | **3952** | | | | **1276.8** | | | | **2188.8** | | | |
| **技术九级** | | | | **T9-1** | | | | **1448** | | | | **2896** | | | | **4344** | | | | **1448** | | | | **2316.8** | | | | **3764.8** | | | | **1216.32** | | | | **2085.12** | | | |
| **T9-2** | | | | **1376** | | | | **2752** | | | | **4128** | | | | **1376** | | | | **2201.6** | | | | **3577.6** | | | | **1155.84** | | | | **1981.44** | | | |
| **T9-3** | | | | **1304** | | | | **2608** | | | | **3912** | | | | **1304** | | | | **2086.4** | | | | **3390.4** | | | | **1095.36** | | | | **1877.76** | | | |
| **T9-4** | | | | **1232** | | | | **2464** | | | | **3696** | | | | **1232** | | | | **1971.2** | | | | **3203.2** | | | | **1034.88** | | | | **1774.08** | | | |
| **T9-5** | | | | **1160** | | | | **2320** | | | | **3480** | | | | **1160** | | | | **1856** | | | | **3016** | | | | **974.4** | | | | **1670.4** | | | |
| **技术十级** | | | | **T10-1** | | | | **1088** | | | | **2176** | | | | **3264** | | | | **1088** | | | | **1740.8** | | | | **2828.8** | | | | **913.92** | | | | **1566.72** | | | |
| **T10-2** | | | | **1016** | | | | **2032** | | | | **3048** | | | | **1016** | | | | **1625.6** | | | | **2641.6** | | | | **853.44** | | | | **1463.04** | | | |
| **T10-3** | | | | **944** | | | | **1888** | | | | **2832** | | | | **944** | | | | **1510.4** | | | | **2454.4** | | | | **792.96** | | | | **1359.36** | | | |
| **T10-4** | | | | **872** | | | | **1744** | | | | **2616** | | | | **872** | | | | **1395.2** | | | | **2267.2** | | | | **732.48** | | | | **1255.68** | | | |
| **T10-5** | | | | **800** | | | | **1600** | | | | **2400** | | | | **800** | | | | **1280** | | | | **2080** | | | | **672** | | | | **1152** | | | |
| 注：总工资级差为216元 | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |  | | | |

**出差申请表**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | 部门 |  | | 申请日期 | |  |
| 出差日期 | 自年月日至月日，共日 | | | | | 所属项目 | |  |
| 出差地点及事由 |  | | | | | | | |
| 交通费（飞机、火车、轮船）预算 |  | | | | | | | |
| 车费（市内和外地地铁、打的费等）预算 |  | | | | | | | |
| 住宿费预算 |  | | | | | | | |
| 餐费预算 |  | | | | | | | |
| 其他（邮费、礼品等不可预见） |  | | | | | | | |
| 预借现金  合计 |  | | | | 领款人签字： | | | |
| 项目经理（签字） | | 部门经理（签字） | | 财务主管（签字） | | | 机构负责人（签字） | |

注：按出差人员数量、标准分别填列。

**出差总结报告**

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名 |  | 所属部门 |  |
| 出差日期 | 自年月日至月日，共日 | 所属项目 |  |
| 出差地点或客户名称 |  | | |
| 费用 | 交通：食宿：补贴：  其他：共计： | | |
| 行程 | （包括某月某日到达何处、会晤何人、职务事项等） | | |
| 出差总结 | | | |
| 出差目的 |  | | |
| 已完成工作内容 |  | | |
| 未完成工作内容 |  | | |
| 附页 | 共页（出差过程中所收集到的资料，附在此报告后面） | | |

备注：1、同行人员中由职级高的人员完成报告。

2、如同行人员为同级则需各自完成出差报告。

附件17

**出差报销表**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | 部门 |  | 申请日期 | |  |
| 出差日期 | 自年月日至月日，共日 | | | | 所属项目 | |  |
| 出差地点及事由 |  | | | | | | |
| 交通费（飞机、火车、轮船） | 交通工具  起点-终点  金额  张数 | | | | | | |
| 车费（市内和外地地铁、打的费等） | 张数  金额 | | | | | | |
| 住宿费 | 张数  天数  人数  金额 | | | | | | |
| 餐费 | 张数  金额 | | | | | | |
| 其他（邮费、礼品等不可预见） | 张数  金额 | | | | | | |
| 预借现金合计： | | | 实际报销金额： | | 应退补现金： | | |
| 项目经理（签字） | | 部门经理（签字） | | 财务主管（签字） | | 机构负责人（签字） | |
| 董事长审批 | | 报销人签字 | | 会计或出纳 | | 备注 | |