因公临时出国（境）任务和预算审批意见表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 团组名称 | | | | | | | | | | | | | |
| 组团单位 |  | | 团长（级别） | |  | | 团员人数 | | | |  | |  |
| 出访国别（含经停） | | |  | | 出访时间（天数） | | | | | |  | |  |
| **出国任务审核意见** | | | | | | | | | | | | | |
| 审核单位 |  | |  | | 审核日期 | | |  | | |  | |  |
| 审核依据 |  | |  | |  | | |  | | |  | |  |
| 审核内容 | 是否列入出国计划： | | | |  | | |  | | |  | |  |
| 出访目标和必要性： | | | |  | | |  | | |  | |  |
| 时间和国别是否符合规定： | | | |  | | |  | | |  | |  |
| 路线是否符合规定： | | | |  | | |  | | |  | |  |
| 团组人数是否符合规定： | | | |  | | |  | | |  | |  |
| 其他事项： | |  | |  | | |  | | |  | |  |
| 审核意见 |  | |  | |  | | |  | | |  | |  |
| **预算财务审核意见** | | | | | | | | | | | | | |
| 审核单位 |  | |  | | 审核日期 | | |  | | |  | |  |
| 审核依据 |  | |  | |  | | |  | | |  | |  |
| 审核内容 | 是否列入年度预算： | | | | | | | | | | | | |
| 合计 | 国际旅费 | | 住宿费 | | 伙食费 | | | | 公杂费 | | 其他费用 | |
|  |  | |  | |  | | | |  | |  | |
| 须事先报批的支出事项： | | | |  | | | |  | |  | |  |
| 其他事项： | |  | |  | | | |  | |  | |  |
| 审核意见 |  | |  | |  | | | |  | |  | |  |

备注：出访团组和单位财务部门应对各项支出的测算和审核做详细说明。