附件1

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| 闽北职业技术学院公务接待审批单 | | | | | | | | | | | | | | | | |
| **来宾信息** | | 主宾姓名 | |  | | | | | 单位及  职务 | | |  | | | | |
| 来宾人数：共 人 （男： 人，女： 人） 其中，厅局级 人，县处级及以下 人 | | | | | | | | | | | | | | |
| 接待时间： | | | | | | | | | | | | | | |
| 接待事由： | | | | | | | | | | | | | | |
| **用餐安排** | | 接待标准 | | 元/人·天 | | | 用餐标准 | | | 元/餐·人 | | | | 用餐地点 | |  |
| 用餐时间 | |  | | | 陪餐人员 | | |  | | | | | | |
| 是否安排  工作简餐 | | 工作人员： ， 简餐标准： 元/餐·人 | | | | | | | | | | | | |
| 是否安排酒 | | | |  | | | | | | | | | | |
| 是否协助安排日常 用餐及标准 | | | |  | | | | | | | | | | |
| **住宿安排** | |  | | | | | | | | | | | | | | |
| **用车安排** | |  | | | | | | | | | | | | | | |
| **公务活动**  **安排** | | 时间 | | | | 内容 | | | | | | | | | | |
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| **预算总额** | | 元。其中： | | | | | | | | | | | | | | |
| 经办人 |  | | 承办部 门意见 | |  | | | 办公室  审核 | | |  | | 审批人  意 见 | |  | |