**上海工程技术大学横向科研特支费报销清单**

**（标准：不高于150元/餐（食）/人）**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **报销内容** | | 工作餐费 小额食品费 业务接待费 | | | |
| **用餐（食）时间** | |  | **用餐（食）人数** | |  |
| **用餐金额** | |  | **人均费用** | |  |
| **用餐（食）人员名单（可另附页）** | | | | | |
| **序号** | **姓名**  **序号** | | **序号** | **姓名**  **姓名** | |
| 1 |  | | 11 |  | |
| 2 |  | | 12 |  | |
| 3 |  | | 13 |  | |
| 4 |  | | 14 |  | |
| 5 |  | | 15 |  | |
| 6 |  | | 16 |  | |
| 7 |  | | 17 |  | |
| 8 |  | | 18 |  | |
| 9 |  | | 19 |  | |
| 10 |  | | 20 |  | |

**制单人： 联系方式：**