**北京邮电大学交通费报销明细表**

**出租车票、租车费用明细表： 经办人签字：**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 日期 | 乘坐起止时间 | 车号 | 公务事由  （200元以上必填） | 金额 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| **金额总计（必填）** | | | | |  |

**公交、地铁车票统计表：**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号 | 面额 | 张数 | 使用人（必填） | 金额 |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| **金额总计（必填）** | | | |  |