**北京师范大学研究生活动经费支出说明表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **活动基本情况** | **活动举办单位** | | | xx学院 | | | | | xx研究生班级（党支部、生活指导室等） | | | | | | | | | |
| **活动举办类型** | | | □党建 □班级 □学术 □实践 □就业 □宿舍社团 □心理健康教育 □其他 | | | | | | | | | | | | | | |
| **活动编号** | |  | | | **活动名称** | | |  | | | | | | | | | |
| **活动时间** | |  | | | **活动地点** | | |  | | | **实际参与人数** | | | |  | | |
| **申请人** | |  | | | **申请人学号** | | |  | | | **申请人联系电话** | | | |  | | |
| **经费使用情况** | **经费预算情况** | | | | | | | | | **经费决算情况** | | | | | | | | |
| **序** | **支出类型** | | | **经费用途** | | | **小计** | | **序** | **支出内容** | | **经费用途** | | | | **消费地点** | **小计** |
| **1** | **门票** | | |  | | |  | | **1** | **门票** | |  | | | |  |  |
| **2** | **交通费** | | |  | | |  | | **2** | **交通费** | |  | | | |  |  |
| **3** | **打印费** | | |  | | |  | | **3** | **打印费** | |  | | | |  |  |
| **4** | **食品** | | |  | | |  | | **4** | **食品** | |  | | | |  |  |
| **5** | **日用品** | | |  | | |  | | **5** | **日用品** | |  | | | |  |  |
| **6** | **办公用品** | | |  | | |  | | **6** | **办公用品** | |  | | | |  |  |
| **7** | **图书** | | |  | | |  | | **7** | **图书** | |  | | | |  |  |
| **8** |  | | |  | | |  | | **8** |  | |  | | | |  |  |
| **经费合计** | | | | | |  | | | **经费合计** | | | | |  | | | |
| **预算审批金额** | | | | | |  | | | **证明人签字** | | | |  | | |  | |
| **结项审批意见** | 总结提交审核：□合格 □不合格 | | | | | | | | | 总结提交审核：□ 合格 □ 不合格 | | | | | | | | |
| 经费使用审核：□合格 □不合格 | | | | | | | | | 经费使用审核：□ 合格 □ 不合格 | | | | | | | | |
|  | | | | | | | | | 决算审批金额: \_\_\_\_\_\_\_\_\_\_\_（元） | | | | | | | | |
| （院系公章） | | | | | | | | | （研究生工作处公章） | | | | | | | | |
| 签字： | | | | | | | | | 签字： | | | | | | | | |
| 年 月 日 | | | | | | | | | 年 月 日 | | | | | | | | |
| **备注** |  | | | | | | | | | | | | | | | | | |

**本表一式两份，A4双面打印，一份活动申请人报销使用，一份留存研究生工作处存档。**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **市政公交一卡通报销人员名单** | | | | | | | |
| **序** | **姓名** | **学号** | **金额（元）** | **序** | **姓名** | **学号** | **金额（元）** |
| 1 |  |  |  | 16 |  |  |  |
| 2 |  |  |  | 17 |  |  |  |
| 3 |  |  |  | 18 |  |  |  |
| 4 |  |  |  | 19 |  |  |  |
| 5 |  |  |  | 20 |  |  |  |
| 6 |  |  |  | 21 |  |  |  |
| 7 |  |  |  | 22 |  |  |  |
| 8 |  |  |  | 23 |  |  |  |
| 9 |  |  |  | 24 |  |  |  |
| 10 |  |  |  | 25 |  |  |  |
| 11 |  |  |  | 26 |  |  |  |
| 12 |  |  |  | 27 |  |  |  |
| 13 |  |  |  | 28 |  |  |  |
| 14 |  |  |  | 29 |  |  |  |
| 15 |  |  |  | 30 |  |  |  |
| **经费合计** | | |  | | | | |

**备注：活动支出经费中含有公交一卡通充值费用，请将实际发生费用的学生信息填到表格中。**