黄淮学院公务接待申报单

申请接待单位（盖章）： 年 月 日

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| **接待单位**  **及事由** |  | | | | | | | | | | |
| **来宾主宾**  **基本情况** | 主要来宾 | | |  | | 级别 | | | |  | |
| 联系人 | | |  | | 电话 | | | |  | |
| 单位 | | |  | | | | | | | |
| 来宾人数 |  | | 到达时间 |  | | 预计离开时间 | | | |  |
| **接待安排** | 用餐地点 |  | | | 用餐标准 | | |  | | | |
| **建议陪餐人员** |  | | | | | | | | | | |
| **接待活动**  **日程安排** | 时间 | | 活动安排 | | | | | | 学校领导 | | |
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| **申请部门**  **负责人意见** |  | | | | | | | | | | |
| **分管（联系）**  **校领导意见** |  | | | | | | | | | | |
| **党政办分管**  **校领导意见** |  | | | | | | | | | | |
| **备注** |  | | | | | | | | | | |