内蒙古美术职业学院领导、教职工外出公差审批表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **姓名** |  | **所在部门** | |  | |
| **外出时间** |  | | | | |
| **外出事由** |  | | | | |
| **外出行程** |  | | | | |
| **派出领导签字** |  | | **执行院长**  **批示** | |  |
| **理事长批示** |  | | | | |
| **秘书处**  **报备确认** |  | | | | |
| **备注** |  | | | | |

注：审批完毕将表格交至秘书处