XXX外 出 报 告 单

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| **基****本****情****况** |  **姓 名** |  |  **职 务** |  |
|  **外出地点** |  | **联系电话** |  |
| **外出****事由** |  |
|  **外出****时间** |  |
| **审****批****情****况** | **科室负责人意见** |  **签名：** |
| **分管领导****意见** |  **签名：** |
| **主要负责人意见** |  **签名：** |