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：** | | |