**客房住宿申请表（部门存根）**

项目经费卡号：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人 |  | | | | | 所在部门 | | | | |  | | | | | | | | | | | |
| 入住事由 |  | |  | |  | | |  | | 住客姓名 | | | |  |  | | |  | | | |  |
| 住宿类型 | □校内转账 | | □其他支付方式 | | | | | |  | | | | □过夜房 | | | | □午休房 | | | |  | |
| 申请住宿时间 | 起 | 年 月 日 午 | | | | | | | | | | | | | | 申请部门  意 见 | | |  | | | |
| 止 | 年 月 日 午 | | | | | | | | | | | | | |
| 住宿人数 |  | | | 申请房间数 | | | |  | | | | | | | | 收费标准 | | | |  | | |
| 院长办公室意见 |  | | | | | | 备注 | | | | |  | | | | | | | | | | |
| 申请时间 | | 年 月 日 时 申请人签字： | | | | | | | | | | | | | | | | | | | | |

……………………………………………………………………（沿虚线裁减）

客房住宿申请表（前台存根）

项目经费卡号：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申请人 |  | | | | | 所在部门 | | | | |  | | | | | | | | | | |
| 入住事由 |  | |  | |  | | |  | | 住客姓名 | | | |  | | |  | | | |  |
| 住宿类型 | □校内转账 | | □其他支付方式 | | | | | |  | | | | □过夜房 | | | □午休房 | | | |  | |
| 申请住宿时间 | 起 | 年 月 日 午 | | | | | | | | | | | | | 合计天数 | | | 天 | | | |
| 止 | 年 月 日 午 | | | | | | | | | | | | |
| 住宿人数 |  | | | 申请房间数 | | | |  | | | | | | | 收费标准） | | | |  | | |
| 院长办公室意见 |  | | | | | | 备注 | | | | |  | | | | | | | | | |
| 申请时间 | | 年 月 日 时 申请人签字： | | | | | | | | | | | | | | | | | | | |