附件4

因公短期出国培训经费决算表

组团单位（盖章） 金额单位：人民币元

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| 项目名称 | | | |  | | | | | | | | | | | | |
| 团长姓名 | | | |  | | | | | 培训国别（含经停） | | | | |  | | |
| 应派出人数 | | | |  | | | | | 实际成行人数 | | | | |  | | |
| 出国培训时间 | | | | 年 月 日至 年 月 日共 天 | | | | | | | | | | | | |
| 团组费用开支情况 | | | | | | | | | | | | | | | | |
| 培训费 | | 国际旅费 | | 住宿费 | | 伙食费、公杂费 | | 城市间交通费 | | | 其他费用 | | 合计 | | | 备注 |
|  | |  | |  | |  | |  | | |  | |  | | |  |
| 费用分摊明细 | | | | | | | | | | | | | | | | |
| 姓名 | 培训费 | | 国际旅费 | | 住宿费 | | 伙食费、公杂费 | | | 城市间交通费 | | 其他费用 | | | 小计 | |
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本表引自：《转发浙江省财政厅 浙江省人力资源和社会保障厅关于印发浙江省因公短期出国培训经费管理规定的通知》（杭财行〔2014〕533号）