**上海理工大学短期出国、赴港澳台人员申报表**

**所在学院/部门： 工号:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **姓名** |  | | | **性别** | | |  | | **出生日期** | | | **年 月 日** | | | | | | | **出生地** |  | | |
| **职务** |  | | | **职称** | | |  | | | **E-mail** | | | |  | | | | | | | **民族** |  |
| **持有护照或通行证号码** | | | |  | | | | | | | **电话：** | | | | | **手机号码：** | | | | | | |
| **持有护照或通行证有效期** | | | | | |  | | | | | | | **身份证号码** | | | |  | | | | | |
| **出访**  **目的** | | **□访问 □学术会议 □科学研究 □短期讲学 □进修**  **□实习 □培训 □参加展览 □参加竞赛 其他** | | | | | | | | | | | | | | | | | | | | |
| **出 访** | | **1.** | | | **出访**  **时间** | | | **2018年 月 日至2018 年 月 日 （ 天数）**  **日** | | | | | | | | | | | | | | |
| **国（境）** | |  | | | ***实际出访天数请注意时差问题（打印时删除）*** | | | | | | | | | | | | | | |
|  | |  | | |  | | | | | | | | | | | | | | |
| **邀请人姓名** | | | **电话** | | | | | | | | | | | | **出访城市** | | | **中文：** | | | | |
| **单位名称**  **地址,电话** | | | **（中文，外文）**  **（外文）** | | | | | | | | | | | | | | | | | | | |
| **邀请方**  **的介绍** | | |  | | | | | | | | | | | | | | | | | | | |
| **与 邀 请**  **方的关系** | | |  | | | | | | | | | | | | | | | | | | | |
| **出**  **访**  **目**  **的** | | |  | | | | | | | | | | | | | | | | | | | |
| **说明:请务必填写电子版，正反面打印此表。** | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **我方**  **负担** |  | **国际旅费** | | **住宿费** | **公杂费** | **伙食费** | | **会议注册费** | **签证保险费等** |
| **出**  **访**  **费**  **用** | **学校出国经费** |  | |  |  |  | |  |  |
| **科研经费** |  | |  |  |  | |  |  |
| **其它经费** |  | |  |  |  | |  |  |
| **对方**  **负担** | **邀请单位** |  | |  |  |  | |  |  |
| **其 它** |  | |  |  |  | |  |  |
| **经费栏选择打钩（√）即可** | | | | | | | | | | |
| **有关出国费用说明: 我方负担（元） 元 ；邀请方提供（元）**  **支付费用的经费类别：**  **支付费用的经费卡号：**  **经费主管部门负责人签字：** | | | | | | | | | | |
| **主管部门意见:** | | | | **主管校领导意见：** | | | | **组织部：** | | |
| **国际交流处意见:** | | | | **科技处：** | | | | **军工保密：** | | |
| **外事校领导意见:** | | | | | | | | | | |
| **备注:** | | | | | | | | | | |
| **□是否属于离、退休人员** | | | | | | | | | | |
| **□正处级 □副处级 , 在选择栏里打钩（√），务必请主管校领导及组织部审批签字。** | | | | | | | | | | |
| **本人承诺：出国前已仔细阅读《上海理工大学因公出国（境）管理办法》及《上海理工因公出国（境）行前会工作指南》，知晓相关纪律及规定。**  **回国后7天内上缴因公护照（或通行证）、出访小结和出访鉴定表。**  **本人签名： 日期：20 年 月 日** | | | | | | | | | | |