附件：

**2020年因公临时出国年度计划表（行政管理）**

呈报单位（负责人签章）： 经办人: 联系电话： 年 月 日

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| **序号** | **姓　名** | **所在部门** | **拟出访国家** | **拟出访任务** | **在外时间及天数** | **经费来源** | **备注** |
| 1 |  |  |  |  |  |  |  |
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| 10 |  |  |  |  |  |  |  |

**注：请务必填写具体出访任务，“待定”、“考察”、“访问”等均视为无效。**

**2020年因公临时出国年度计划表（教学科研）**

呈报单位（负责人签章）： 经办人: 联系电话： 年 月 日

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| **序号** | **姓　名** | **所在部门** | **拟出访国家** | **拟出访任务** | **在外时间及天数** | **经费来源** | **备注** |
| 1 |  |  |  |  |  |  |  |
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**注：请务必填写具体出访任务，“待定”、“考察”、“访问”等均视为无效。**