**误（夜）餐补助发放审批表**

**所属部门： 填表日期： 年 月 日**

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| **日期** | **工作地点** | **工作内容** | **姓名** | **误(夜)餐** | | | **补助金额** | **签名** |
| **午餐** | **晚餐** | **夜餐** |  |  |
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| **合计人民币（大写）** | | **：零 万 零 仟 佰 拾 元整** | | | | | **￥ 元** | |

**业务分管领导： 部门负责人： 经办人：**