**因公出国（境）** **申请表**

**填表日期： 编号：**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **出访事由** |  | | | | | |
| **姓名** |  | **性别** |  | **出生日期** |  | **照片** |
| **身份证号** |  | | | | |
| **邮箱地址** |  | | **联系电话** |  | |
| **职务/职称** |  | | **所属部门** |  | |
| **护照号** |  | **籍贯** |  | **政治面貌** |  |
| **家庭地址** |  | | | | |
| **前往国家或地区** | |  | | | | |
| **拟出境期限** | | **年** **月** **日 至** **年** **月** **日** | | | | |
| **紧急联系人** | **姓名** |  | | **联系电话** | |  |
| **联系地址** |  | | | | |
| **邀请单位名称** |  | | | | | |
| **邀请单位地址** |  | | | | | |
| **邀请单位联系方式** |  | | | | | |
| **邀请单位简介** |  | | | | | |
| **出境安排(可另附)** |  | | | | | |
| **申请人签字** | **签字：** **日期：** | | | | | |
| **院/系意见** | **签章：** **日期：** | | | | | |
| **人事部意见** | **签章：** **日期：** | | | | | |
| **财务处意见** | **签章：** **日期：** | | | | | |
| **国交处意见** | **签章：** **日期：** | | | | | |
| **分管校长** **意见** | **签字：** **日期：** | | | | | |

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