|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 公务卡消费明细表 | | | | | | |
|  |  |  |  |  |  |  |  |
| 序号 | | 部门 | 持卡人 | 公务卡号 | 刷卡日期 | 刷卡金额 | 实际报销金额 |
| 1 | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
|  | 小计 | | | | 5365.00 |  |
| 2 | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
|  | 小计 | | | |  |  |
| 3 | 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
|  | 小计 | | | |  |  |
|  | **合计** | | | | |  |  |
| 1．以刷卡人为单位小计金额，可根据实际情况增减行。 | | | | | |  |  |
| 2．按照刷卡顺序逐笔登记，不可合并登记。 | | | | |  |  |  |
| 3．刷卡日期以公务卡银行流水记录为准，登记到日。 | | | | | |  |  |