**《项目名称》专家咨询费报销单（单位：元人民币）**

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| **序号** | **姓名** | **单位** | **职称职务** | **学科领域** | **身份证** | **开户行及分支行** | **账号（工号）** | **手机号** | **应发** | **税金** | **实发** | **具体咨询事项** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| **项目编号**： **财务编号**： **经费来源：** | | | | | | | | **合计** |  |  |  |  |
| 注：①专家咨询费只能报销当月或上月；②职称职务、学科领域一般要与咨询事项之间具有匹配性，职称职务可写其中之一；③专家咨询费不得发给项目组成员、本校学生、横向科研项目委托单位人员、企事业单位；④发给校内教职工在“账号”处写上工号；⑤“经费来源”注明：纵向、横向、校拨；⑥“具体咨询事项”中简要写明专家所提供的咨询业务。 | | | | | | | | | | | | |

制单人签字： 项目负责人签字： 部门主管： 主管院长： 财务院长：