附件3

教学科研人员因公出访备案表

**填表单位（加盖公章）： 年 月 日**

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| **序号** | **组团单位** | **团组名称** | **团长姓名及职务** | **人数** | **出访**  **时间** | **出访国家（地区）** | **经费来源及**  **预算** | **是否**  **双跨** |
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联系人： 电话：