附件4：

**淮南师范学院校内人员劳务费发放审批表**

**单位： （公章）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **经费来源类型** | | | | **□ 校内经费 □ 校外经费 □ 科技成果转化收入 □ 有到账经费的各类课题** | | | | | | | | |
| **经费来源名称** | | | |  | | | | | | | | |
| **发放劳务费名称** | | | |  | | | | | | | | |
| **发放总额** | | | |  | | | | **是否计入绩效工资总量** | | |  | |
| **事由** | | | |  | | | | | | | | |
| **文件依据** | | | |  | | | | | | | | |
| **劳务费支出 分类明细（填写不下可另附表）** | **类别** | **部门** | | **工号** | **姓名** | **职称**  **职务** | | **工作起止时间** | | **金额** | | **计算方式** |
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| **单位或项目负责人签审：** | | | | | | | | | | | |
| **职能部门或项目主管部门签审：** | | | | | | | | | | | |
| **分管校领导**  **审批意见** | | | **年 月 日** | | | | **人事处备案** | | **（签章）** | | | |
| **备 注** | | |  | | | | | | | | | |

说明：本表一式两份，一份人事处存档，一份作为报销依据。**不计入绩效工资总量的需附相关文件依据。**