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| \_\_\_\_\_\_\_\_\_年使用和保管旅行卡的情况汇总表 | | | | | | | | |
| 申办单位：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（公章） 法人代表签字：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
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| 序号 | 姓名 | 卡号 | 卡有效期 | 卡存放地点 | 本年度使用情况 | | | |
| 出访时间 | 出访国家 | 出访目的 | 停留天数 |
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