|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **外国专家零用费领用单** | | | | | | | |
| **(财务处单)** | | | | | | | |
| **单位：元** | | | | | | | |
| **日期**  **（Date)** | **外国专家姓名和护照号码（Name,Nationality and passport number of the Foreign Expert)** | **税前数额 (Pre-tax Amount)** | **税额 (Tax)** | **税后数额 (After-tax Amount)** | **领取人签名**  **(Signature of the Foreign Expert)** | **项目负责人签字（Signature of the Principal Investigator)** | **国际合作处负责人签字（Signature of the Director of International Cooperation Dept)** |
|  |  |  |  |  |  |  |  |
| **总计（大写）**  **(Total Amount)** |  | | | | | | |

填表说明：

1. 请按照《华北电力大学外专经费预算审批表》或《决算表》“专家补贴”栏目批准的数额填写“税前数额”项；
2. “税额”及“税后数额”计算方法请咨询财务部门；
3. 领取人签字应为外国文教专家亲笔签名，请勿使用复印签名或电子签名；
4. “总计”项应填写税前数额的大写金额；
5. 请随外专护照复印件、出入境记录一同提交。