**附件8：**

**外勤人员出差登记表（供参考）**

**日期： 部门负责人：**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **姓名** | **部门岗位** | **外出事由** | **外出目的地** | **交通方式及车次、航班等** | **返济后是否隔离** | **批准人** |
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**提倡网络、电话商谈，尽量减少外出。**