附件1

**湖南商务职业技术学院离长人员审批表**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓 名 |  | 部 门 |  | 联系电话 |  |
| 离长原因 |   |
| 离长时间 |   |
| 离长交通方式 |  |
| 离长经停区域 |  |
| 返长时间及交通方式 |   |
| 部门负责人审批意见 |   年 月 日 |

附件2

**湖南商务职业技术学院五一假期离长人员汇总表**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **姓名** | **离长原因** | **离长时间** | **离长交通** | **经停区域** | **返长时间** | **返长交通** | **部门意见** | **备注** |
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填报部门: 填报人: