**中新国际联合研究院公务误餐补贴申请表**

**Sino-Singapore International Joint Research Institute**

**Request Form for Missed Meal Allowance**

由于公务原因如加班，会议等造成的误餐，可申请公务误餐补贴

Missed meal allowance will be paid as compensation to those who cannot be relieved from working for a meal, e.g. working overtime, meeting during meal break.

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| --- | --- | --- | --- |
| 申请日期Application date | 点此选择日期Click to choose a date | 项目编号/部门编号Project No./Department No |  |
| 项目名称/部门名称Project Title/Department |  |
| 申请人Applicant |  | 职务Designation |  |
| 误餐信息Details of Missed Meal  |
| 误餐日期Date of missed meal 点此选择日期Click to choose a date | [ ] 半天Half Day [ ] 全天 Full Day |
| 事由说明Cause Specifications： |
| 申请人Applicant |  | 相关负责人Approved by |  |
| 签Signature |  | 签名Signature |  |