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| **Batch Business Trip Request Form** |
| **Date\*：** |
| **Requester\*** |  | **Department\*** |  |
| **Business Trip Start Date\*** |  | **Business Trip End Date\*** |  |
| **Business Trip Duration\*** |  | **Business Trip Type\*** |  |
| **Business Trip Reason\*** |  |
| **Business Trip Personnel** |
| **NO.** | **Employee** | **Department** | **Remark** |
|  |  |  |  |