**Conferences (Activities)**

**Venue Use Confirmation Slip**

|  |  |  |  |
| --- | --- | --- | --- |
| Conference |  | Contact/Tel |  |
| Time |  | Venue |  |
| Host |  | Organizer |  |
| Attendance |  | Vehicle Number |  |
| Expenditure Checklist |
| Items | unit price/RMB | quantity | Amount/RMB | remarks |
| Venue Fee |  |  |  |  |
|  |  |  |  |
| Beverage Fee |  |  |  |  |
|  |  |  |  |
| Service Fee |  |  |  |  |
|  |  |  |  |
| Production Fee |  |  |  |  |
|  |  |  |  |
| Other fees |  |  |  |  |
|  |  |  |  |
| Total amount(in capital）： ¥ |
| Signature： Date： |