**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： | | | | | | | |