

# 温州肯恩大学教职工出市申请审批单

## WENZHOU-KEAN UNIVERSITY OUT-OF-WENZHOU AUTHORIZATION REQUEST

申请日期 Submission Date \_\_\_\_\_

姓名 Name		部门 Department	
离温日期 Departure date		返温日期 Return date	
目的地 Destination			
申请事由 Purpose			
具体行程 (包含交通方式) Itinerary (Including transportation and details)	(信息需具体到区/县级 Information shall be specific to the county/district level)		
部门负责人/学院领导 审批 Authorization and Signature of Director/Dean	日期Date:		
部门/学院分管领导 审批 Authorization and Signature of Leadership in Charge	日期Date:		
人资部、防疫办意见 Opinion of Human Resources Office and University Pandemic Prevention Office	日期Date:		

\*根据校防疫要求，原则上教职工不离开温州市域。若教职工因工作需要等特殊情况下要出市的，需提前审批。

**According to the requirements of the university pandemic prevention, employees should not leave Wenzhou City in principle unless it is necessary. If employees need to leave Wenzhou City because of the special reasons like job demands, the authorization request shall be submitted and approved before leaving .**

教职工不得前往新冠肺炎疫情中高风险地区。

Employees should not visit the high-risk areas of COVID-19.

如出现行程变动，请及时上报部门负责人/学院领导及人资部。

If your itinerary changes, please timely report to your Director/Dean and WKU HR office.