Приложение 2

к распоряжению

Администрации города

от \_\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_

Администрация города Сургута

(наименование организации)

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| --- | --- | --- | --- | --- |
|  |  | Дата составления |  |  |
|  | СЛУЖЕБНАЯ ЗАПИСКА |  |  |  |
|  | о фактическом сроке пребывания Главы города  в служебной командировке |  |  | Табельный номер |
|  |  |  |  |  |

(фамилия, имя, отчество)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Структурное подразделение | | Должность | | | Командировка | | | | | | | | | | Основание | | | | | | |
| место назначения | | | | дата | | | | срок (календарные дни) | |
| страна, город | | | | начала | | окончания | |
| 1 | | 2 | | | 3 | | | | 4 | | 5 | | 6 | | 7 | | | | | | |
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|  | |  | | |  |  | | |  | |  | |  | |  | |  | | |  | |
| Содержание цели | | | | | | | | | Краткий отчет о выполнении цели | | | | | | | | | | | | |
| 8 | | | | | | | | | 9 | | | | | | | | | | | | |
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|  | Глава города | | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | |  | |  | |  | |  | | |
| (должность**)** (личная подпись) | | | | | (расшифровка подписи) | |  | | | |  | |  | |  | | |  | | |  |

«\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_ г.

Оборотная сторона Служебной записки

Отметки о выбытии в командировку, прибытии в пункты назначения, выбытии из них и прибытии в место постоянной работы:

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| Выбыл из | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | Прибыл в | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  |  |  |  |  |  |  |
|  | «\_\_\_\_\_\_» | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 20\_\_\_\_\_ г. |  |  | «\_\_\_\_\_\_» | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 20\_\_\_\_\_ г. |
|  |  |  |  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (должность) | | | (личная подпись) |  | (должность) | | | (личная подпись) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| (расшифровка подписи) | | | |  | (расшифровка подписи) | | | |

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| Выбыл из | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | Прибыл в | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  |  |  |  |  |  |  |
|  | «\_\_\_\_\_\_» | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 20\_\_\_\_\_ г. |  |  | «\_\_\_\_\_\_» | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 20\_\_\_\_\_ г. |
|  |  |  |  |  |  |  |  |  |
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| (должность) | | | (личная подпись) |  | (должность) | | | (личная подпись) |
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| (расшифровка подписи) | | | |  | (расшифровка подписи) | | | |

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| (должность) | | | (личная подпись) |  | (должность) | | | (личная подпись) |
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| (расшифровка подписи) | | | |  | (расшифровка подписи) | | | |