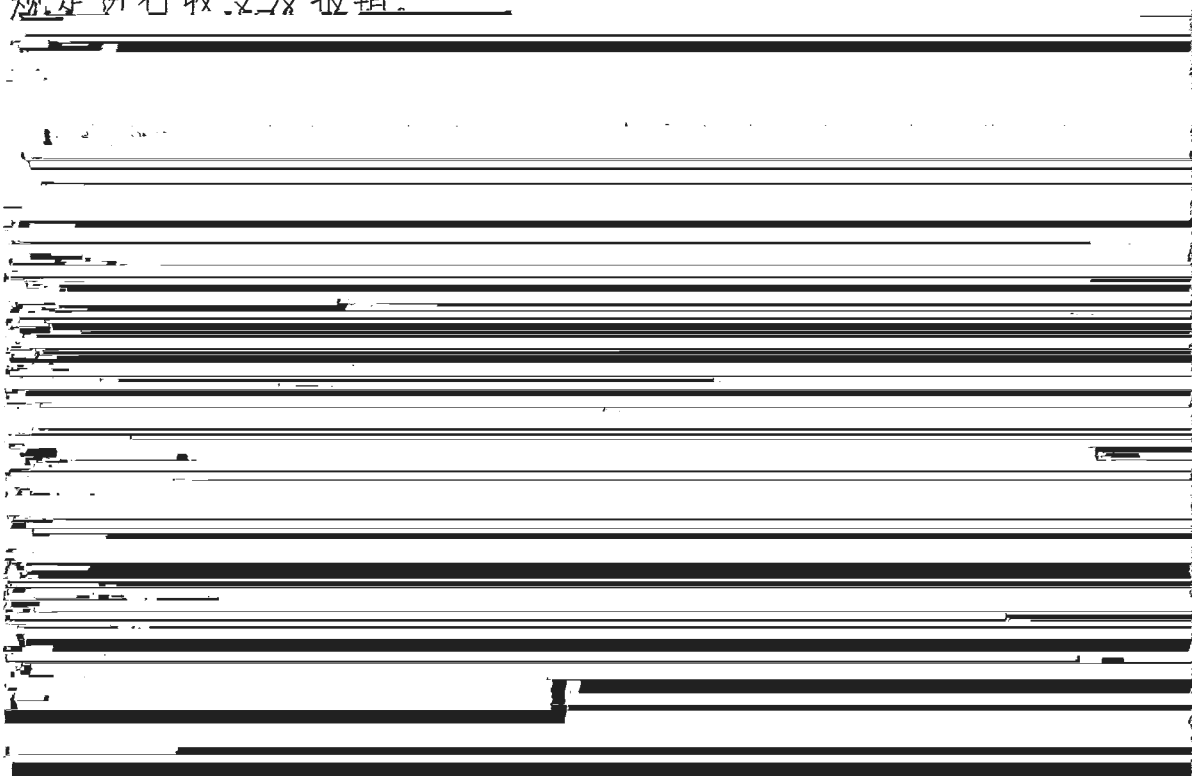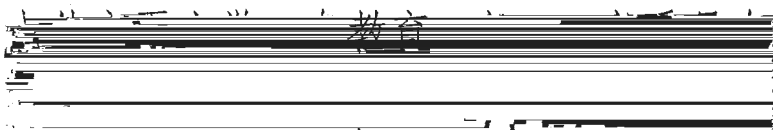规定进行收支及报销。