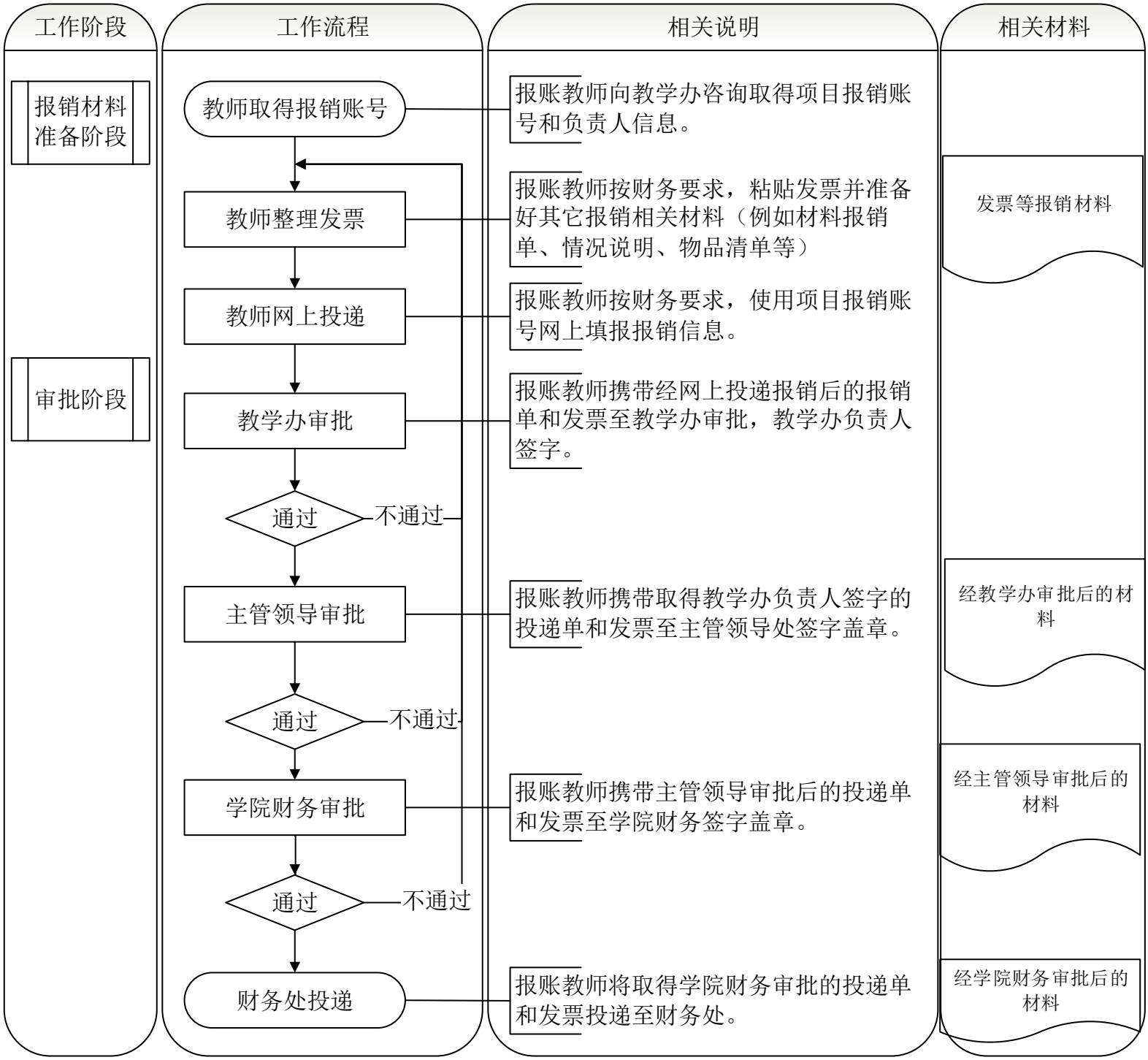软件学院教学项目报销工作流程