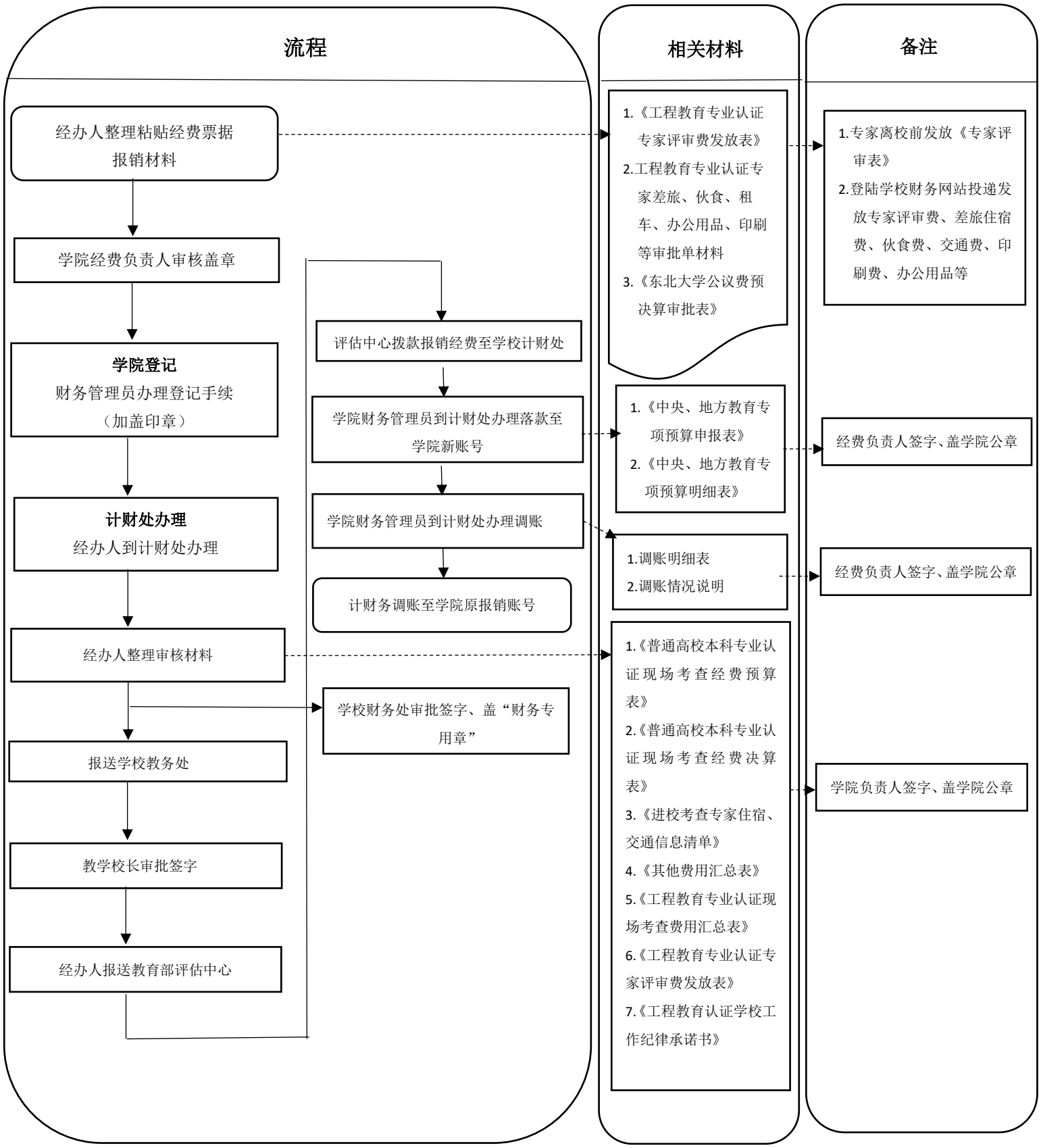软件学院工程教育专业认证经费使用及报销流程