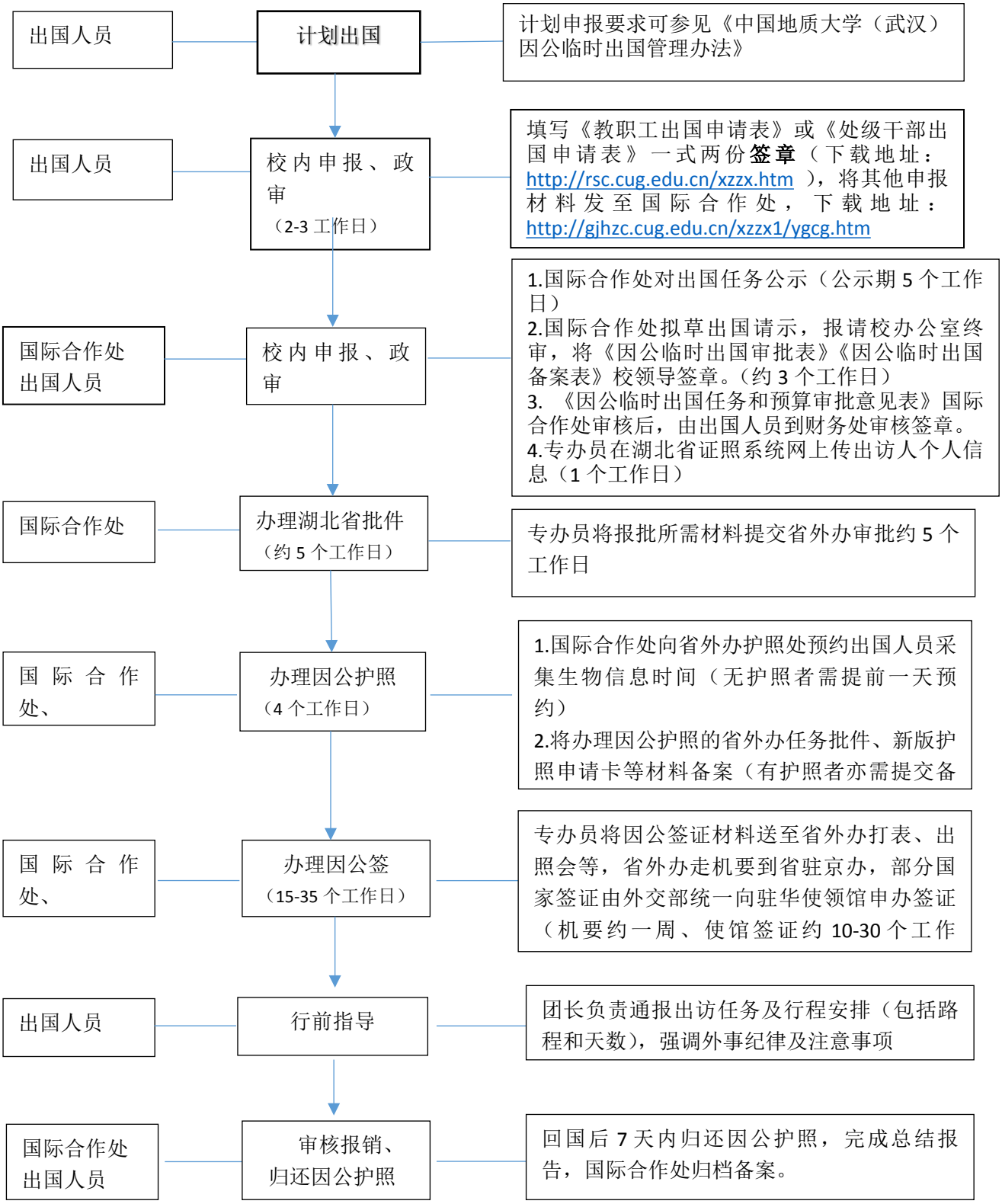中国地质大学（武汉）教职工因公出国手续办理程序