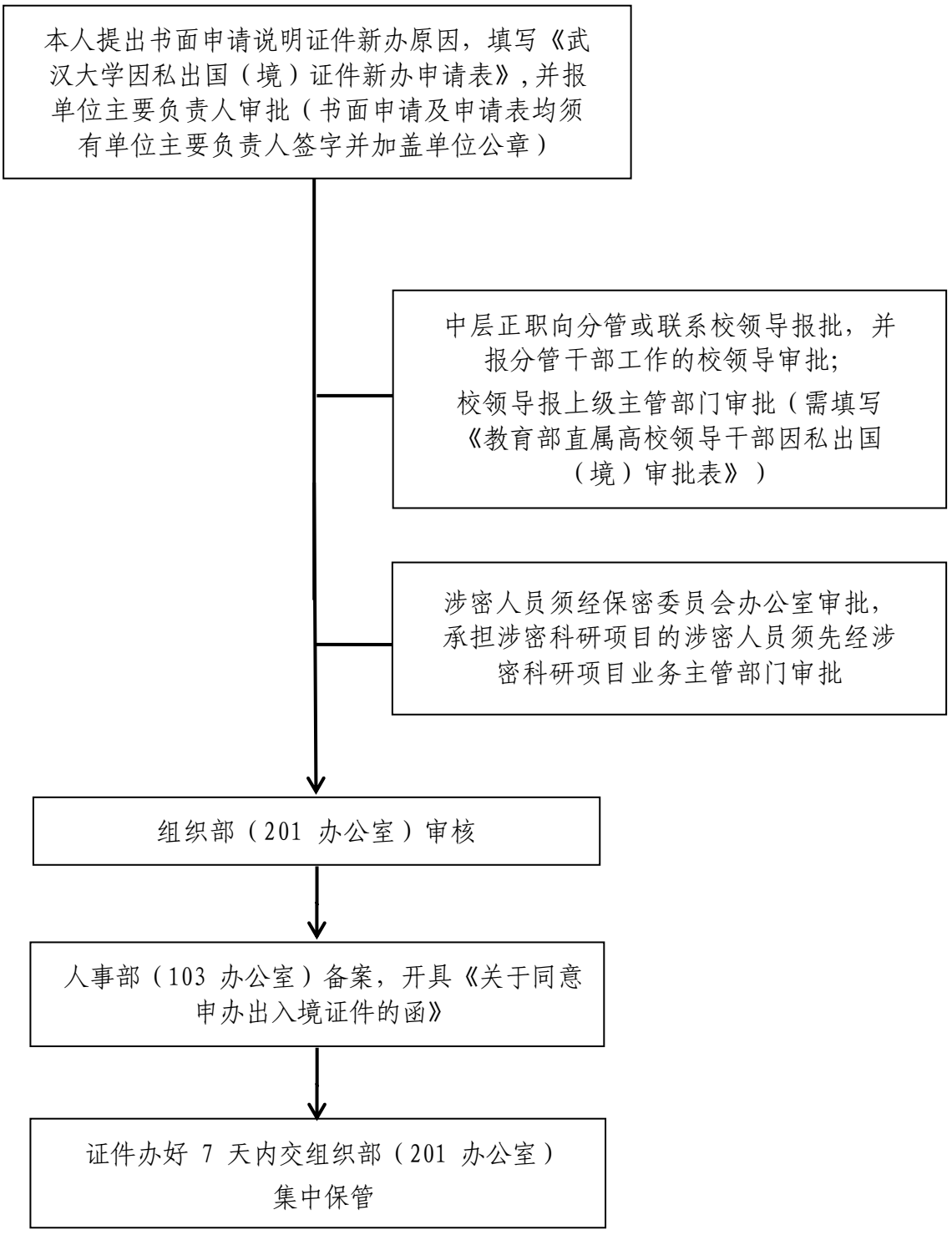中层副职及以上人员因私出国（境）证件新办申请流程