附件1

合肥工业大学公务车辆日常使用登记表

**车辆使用单位：（盖章） 登记年份：**

**车辆品牌型号： 车牌号码： 车型： 使用性质：**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **用车人姓名** | **审批人姓名** | **用车事由** | **目的地** | **用车时间**  **（月日时分）** | **驾驶员姓名** | **里程数（单位:公里）** | | |
| **起始里程数** | **交车里程数** | **实际行驶里程** |
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**备注：此表可根据需要自行印制，每页均需单位负责人签字。 部门负责人（签字）：**