**公司用車使用日報表**

　　　　　　　　　　　　　　　　　　　　車號

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| 年　　月　　日　　星期　　　　駕駛人 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 出車庫 | | | 時　分 | | | | | 入車庫 | | | 時　分 | | | | | 行車里程 | | | | 公里 | | | | 購入燃料 | | | | 公升 | | |
| 乘車時間、使用區間及使用者    時時時時時時時時時時時時時時時時時時時時時時時時 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| －表示乘車時，在上方寫上使用區間，在其下方寫上使用部門及使用者個人姓名。  　此為例子，亦可採用其他更簡易的方法 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 記事（記載事故、有無故障、其他重要事項） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |