**武汉晴川学院公务用车审批单**

年　 月 　 日

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 用车部门 | |  | | 联系人 | |  | | 乘车人数 | |  |
| 用车事由 | |  | | | | | | | | |
| 用车时间 | |  | | | | | | | | |
| 行驶路线 | |  | | | | | | | | |
| 用车部门 负责人签字 | |  | | | | | | | | |
| 分管校领导 签字 | |  | | | | | | | | |
| 后 勤 处 负责人签字 | |  | | | | | | | | |
| 出车公里 |  | | 回车公里 | |  | | 公里合计 | |  | |
| 出车时间 |  | | 回车时间 | |  | | 后勤处核定补贴金额 | |  | |
| 备 注 |  | | | | | | | | | |