

元智大學公務車派車單

Yuan Ze University Official Vehicle Application Form

申請單位 Applicant Unit		主管 Supervisor		申請人 Applicant		連絡電話 Contact number	
用車事由 Reason for application		目的地 Destination		帶隊人 Team leader		申請車型 Requested Vehicle Type	
使用日期 時間 Date & Time of Use	年 月 日 時 分 至 年 月 日 時 分 止 Year Month Day Hour Minute To Year Month Day Hour Minute						
行車紀錄 Driving record	出校時間 Departure time	出校里程 Departure mileage	到校時間 Arrival time	到校里程 Arrival mileage	駕駛 Driver	帶隊人 Team leader	
收費 Charges	<input type="checkbox"/> 需付燃料費(公里乘以 元/公里)合計 元整 Fuel charges apply : NT\$_____				總金額： 元整 Total : NT\$_____		
	<input type="checkbox"/> 需付駕駛人服務費(加班費) 元整 Driver service fee required : NT\$_____						
<p>個資同意書：本人了解公告告知事項，並同意貴處在符合公告告知個資事項範圍內，蒐集、處理及利用本人的個資。</p> <p>I confirm that I have been informed of the relevant details and hereby authorize your institution to collect, process, and utilize my personal data in accordance with the disclosed terms.</p> <p style="text-align: center;">Agreeing Signature 同意簽名：</p>							

總務長：

事務組長：

派車人：

Dean of General Affairs

Chief of Business Management Section

Vehicle Dispatcher

申請者請詳閱背面資訊 Applicants please read the back of the page for details

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本申請單收費標準乃依據 112/01/17 修訂元智大學公務車申請使用辦法

The fee standard for this application form is based on the revised application and use regulations of YZU Regulations for Using the Official Car on January 17, 2023.

第五條 公務車收費標準：Article 5 Charges for official vehicles:

一、車輛使用：油料費：44 人座及 21 人座巴士每公里收費 25 元，出車基本里程為 50 公里，不足 50 公里以 50 公里收費，超過 50 公里則以車上里程表實際里程數為計算基準，計算後金額尾數不足 50 元者捨去，超過 50 元者以 50 元計。

1. Vehicle Use: Fuel Fees: 44-seater and 21-seater buses are charged NT\$25 per kilometer. The minimum billing mileage is 50 kilometers. Trips under 50 kilometers will be billed as 50 kilometers. For trips over 50 kilometers, the actual odometer reading will be used. After calculation, if the remaining amount is less than NT\$50, it will be disregarded; if it exceeds NT\$50, it will be rounded up to NT\$50.

9 人座公務車每公里收費 15 元，計費方式同上。

9-seater official vehicles are charged NT\$15 per kilometer, following the same calculation method as above.

上述費用於收費時提供加註元智大學統一編號之加油發票為繳費收據。

Official receipts with Yuan Ze University's tax ID from fuel purchases shall be provided as proof of payment.

二、駕駛人員延長工時加班費：

依勞動基準法延長工作時間之工資標準加給，並由申請派車單位核銷。

2. Overtime pay for drivers working extended hours:

Overtime compensation is calculated based on the extended working hours wage standards stipulated by the Labor Standards Act and shall be reimbursed by the requesting unit..

三、乘客（含駕駛員）平安保險，由申請派車單位依保險相關規定辦理。

3. Passenger safety insurance, including coverage for the driver, shall be arranged by the requesting unit in accordance with relevant insurance regulations.