**临时租车申请表**

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| --- | --- | --- | --- | --- | --- |
| **申请人** |  | | **申请人电话** | |  |
| **申请部门** |  | | **申请时间** | |  |
| **用车人** |  | | **用车人电话** | |  |
| **乘车人数** |  | | **用车时间** | |  |
| **起止地点** |  | | **用车事由** | |  |
| **部门领导** |  | | | | |
| **分管校领导** |  | | | | |
| **租车公司名称** |  | | | | |
| **车牌号码** |  | **费用** | |  | |
| **司机姓名** |  | **司机电话** | |  | |
| **备注** |  | | | | |