(behind) How to write 1. ① Write down the model of your business vehicle. 2. ② Write down the vehicle registration number of your business vehicle. 3. ③ Write down the date of use. 4. ④ Write down the department and name of the user (vehicle user, not the driver). 5. ⑤ Before driving, write down the accumulated distance on the car dashboard. (If the same person uses it more than twice on the same day, you can leave out ⑤ and only write the sum of the mileage in ⑦.) 6. ⑥ After driving, write down the accumulated distance on the car dashboard. (If the same person uses it more than twice on the same day, you can leave out ⑥ and only write the sum of the mileage in ⑦.) 7. ⑦ Write down the mileage (⑥-⑤) for each use, or write down the sum of the mileage for each user. 8. ⑧ Among the distance used for work purposes, write down the distance used for commuting to and from work (including commuting to and from work in remote areas). 9. ⑨ Among the distance used for business purposes, write down the distance used for general business purposes such as visiting the corporation's business sites such as manufacturing and sales facilities, visiting business partners and agencies, attending meetings, promotional activities, and work-related education and training. 10. In ⑪~⑬, write down the total mileage, total distance used for work, and ratio of business use for the relevant fiscal year, respectively. 210mm×297mm [white paper 80g/㎡ or heavy paper 80g/㎡]