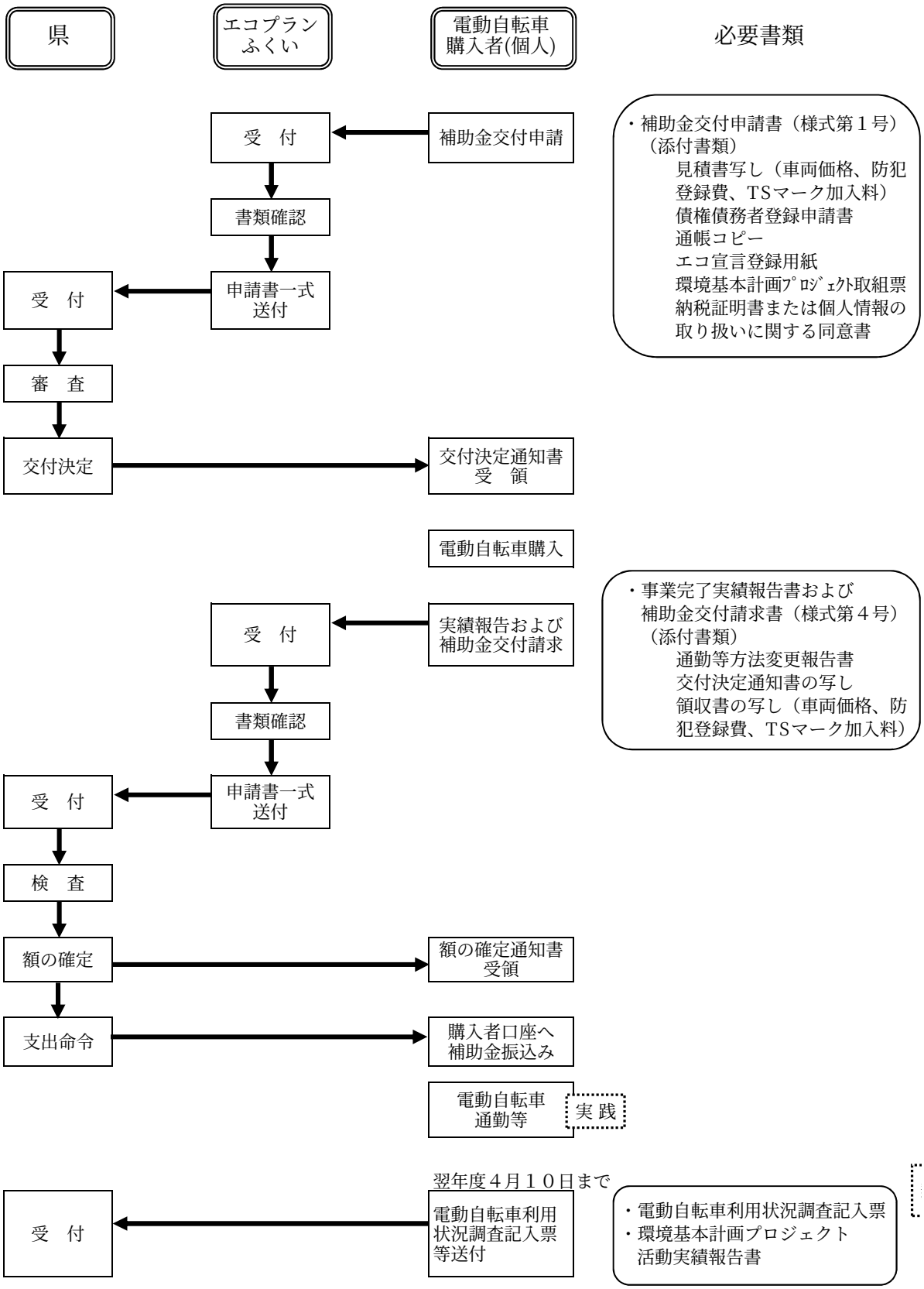電動自転車エコ通勤支援事業事務処理フロー