

EASTERN UNIVERSITY, SRI LANKA

APPLICATION FOR TRANSPORT FACILITIES

01. This application should be forwarded at least three working days prior to the required date.
 02. If the applicant is from an Academic Department, application should be forwarded with the recommendation of the HOD and the Dean of the Faculty. Others should submit their applications through the relevant Heads of Division/Sec/Unit.
 03. Vehicle will be reserved for the purpose if the request is approved.
 04. Related supporting document should be annexed along with application.
 04. Please contact the relevant Subject Clerk handling transport on the day prior to the intended date of travel for confirmation of the availability of the vehicle.
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(1) Details of the Request

1. Name of the Applicant:
2. Contact Number (Mobile): Extension:
3. Designation:
4. Dept. /Division:
5. The vehicle is required:
 - (i) Date (From): Date (To):
 - (ii) Time (From): Time (To):
 - (iii) Pick up location:
 - (iv) Place(s) to visited: Purpose:
 - (V) Name of the persons proposed for Travelling:

6. Nature of duty: Official /Private/Other

I certify that I will use the vehicle only for the duties indicated above and not use for any other purpose.

Applicant's signature:

Date:

(2) Recommendation

Recommended/Not Recommended

Recommended/Not Recommended

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Head of Department

Dean of Faculty

Recommended/Not Recommended

Approved/Not Approved

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Senior Assistant Registrar/GSD

Registrar/Vice Chancellor

Office Use Only

Driver's Name: Vehicle:

Date of Departure: Time: Meter Reading:

Date of Arrival: Time: Meter Reading: