

**TRINCOMALEE CAMPUS**  
**EASTERN UNIVERSITY, SRI LANKA**  
**APPLICATION FOR RESERVATION OF A VEHICLE FOR OFFICIAL PURPOSE**

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01. Name of Applicant : - .....
02. Designation : - .....
03. Department : - .....
04. Purpose of Travel : .....
- (Annex the relevant documents) .....
05. Name/s of person/s : - .....
- Proposed for Travelling : - .....
- .....
- .....
- .....
- .....
06. Proposed place of travel : - .
07. Proposed date & time of : Date: Time:
- Departure from Trincomalee Campus
08. Proposed date & time of : Date: Time:
- Arrival from Trincomalee Campus

Date: Signature of Applicant: .....

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Recommended / Not Recommended

Recommended / Not Recommended

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**Head of Department**

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**Dean of the Faculty**

Recommended / Not Recommended

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**DR/SAR/AR/ Administration**

Approved / Not Approved – Applicable only for out station trips

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**Rector**

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**OFFICE USE ONLY**

Driver's Name : - ..... Vehicle No : - .....

Date of Departure : - ..... Time:-..... Meter Reading : - .....

Date of Arrival : - ..... Time:-..... Meter Reading : - .....

Visited places :-.....

Accompanied Passengers :-.....

Total km Usage for the Trip :-.....

Signature of Driver :-.....