

TRINCOMALEE CAMPUS OF THE EASTERN UNIVERSITY, SRI LANKA

Application for reservation of vehicle for official purpose

Note: This form should be submitted at least one day before for internal (within Trincomalee District) trip and at least three days before for out station (out of Trincomalee District)

01. Name of Applicant	
02. Designation	
03. Department	
04. Purpose of Travel (Annex the relevant document)	
05. Name/s of person/s proposed for travelling	
06. Place of travel	

Proposed Travelling	Date	Time
Departure from the Campus		
Arrival to the Campus		

Date:

Signature of Applicant:

Recommended / Not Recommended

Recommended / Not Recommended

.....
Head of the Department

.....
Dean of the Faculty

Recommended / Not Recommended

.....
DR/SAR/AR/ General Administration

Approved / Not Approved – Applicable only for out station trips

.....
Rector

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 :-

Information to the applicant

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

Serial No: