



TRINCOMALEE CAMPUS, EASTERN UNIVERSITY, SRI LANKA

APPLICATION FOR RESERVATION OF VEHICLE FOR OFFICIAL PUROSE

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

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

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

Date:

Signature of the Applicant:

Recommended/ Not Recommended

Recommended/ Not Recommended

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Head of the Department

Dean of the Faculty

Recommended/ Not Recommended

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DR/SAR/AR/ General Administration

Approved/ Not Approved – Applicable only for out station trips

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Rector

OFFICE USE ONLY

Drivers 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	:			

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