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| Verification by: |
| Name : |
| Date : |
| Reference no.: |

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| Version No. : 02 |
| Revision No.: 01 |
| Effective date: 01/03/2017 |
| Workstation : STADD |

**VEHICLE MANAGEMENT UNIT
STUDENT AFFAIRS AND DEVELOPMENT DIVISION
TRANSPORTATION REQUEST FORM**

Requestor's Particulars

Name: Matric / Staff No.:
 Post: Handphone No: Ext. No:
 Kulliyah / Division / Centre / Society: Fax No:

Program Particulars

Passenger Name: Handphone No:
 Name of Program:
 Destination (full address):

Departure from IIUM: Date: Time :..... No. of Passengers:

Departure from Destination: Date: Time :.....

Stay During Program

Sent And Fetch Only

Boarding Place

Type and Quantity of transportation required

Main Staircase Admin Building

Bus (42 seats)

Male / Female Sport Complex

Mini Bus (25 seats)

Others

Van (7/10 seats)

Unser (7 seats)

Applicant's Signature:

Date:

Recommendation

Name / Post : Handphone / Ext.:
 (Deputy Dean / Director / Principal / Head of Department)

I hereby recommend / do not recommend the above request with / without Transportation Budget

Officer's Signature & Chop: Date:

FOR OFFICE USE ONLY (APPROVAL)

Date Received :

I am pleased / regret to inform you that your requisition has been accepted / rejected

IIUM Vehicle

External Vehicle

Driver's Name:

Driver's Contact No.:

Vehicle Registration No.:

Total Cost (if any): RM.....

** (Please read the instruction at the back before filling up this form)*

GUIDELINES FOR APPLICATION OF IIUM TRANSPORTATION

1. University Transportation is provided for official usage of staff and students.
2. The application forms from staff must be certified by Head of Department or Officer In-Charge. *Please attach relevant supporting document such as programmer's approval letter, invitation letter etc.*
3. Transportation services are provided for the programs approved by the Dean/ Director/ Deputy Dean / Director / Principal / Head of Department.
4. All applications must be forwarded to the Vehicle Management Unit at least three (3) working days in advance of the intended date for Klang Valley trip and seven (7) working days for out station.
5. Any Incomplete application form (if any) will be returned to the applicants.
6. The applicants are required to re-confirm the booking at least three (3) working days for external trip and two (2) working days for Klang Valley trip.
7. Any cancellation must be done 48 hours before the expected time of departure. For late cancellation, the cost (if any) will be borne by the requester.
8. A passenger has to verify and submit any related form upon request by the driver.

**Vehicle Management Unit
Student Affairs and Development Division**

w.e.f 01.03.2017