

Verification by:
Name :
Date :
Reference no.:

Version No. : 02
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Effective date: 3.01.2019
Workstation : OSAA, KLM

**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: Email:

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

Mahallah Zaid bin Harithah, Pagoh
 Kulliyah of Languages and Management
 Others

Type and Quantity of transportation required

Quantity
 Shuttle Bus (42 seats)
 Persiaran Bus (42 seats)

Applicant's Signature: Date:

Recommendation

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

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 Shuttle Bus

Bus Persiaran

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 IUM 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 programme'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 JOHOR 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 JOHOR 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.

**STUDENT AFFAIRS & ALUMNI UNIT
KULLIYAH OF LANGUAGES AND MANAGEMENT**

w.e.f. 03.01.2019