



## TRANSPORTATION REQUEST FORM

OFFICE OF STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT  
KULIYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES  
KM1, JALAN PANCHOR, 84600 PAGOH, MUAR, JOHOR DARUL TAKZIM  
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### REQUESTOR'S PARTICULARS

Name		Matric/ Staff No.	
Contact No. (Ext/ Hp)		Kuliyah/Dept./ Society/Club Etc.	
Email (#)		Post	

### PROGRAMME DETAILS

Purpose:			
Destination: (Complete Address)		No of Passenger:	
1. Departure from IIUM: Date:		Stay During Program	<input type="text"/>
Time:		Send & Fetch	<input type="text"/>
2. Departure from destination: Date:		Send/Fetch Only	<input type="text"/>
Time:			

<b>Boarding Place:</b>	<b>Type and Quantity of Transport Required</b>
Mahallah Cafe, Pagoh <input type="text"/>	Perdana (4 Seater) WXV 4466 <input type="text"/>
KSTCL <input type="text"/>	Toyota Innova (7 Seater) VAC 2335 <input type="text"/>
Others: (Please specify).....	Mini Bus (25 seater) WHT 5566 <input type="text"/>
	Mini Bus (25 seater ) WQJ 5325 <input type="text"/>

<b>Applicant's signature:</b>	<b>Recommended by:</b> (Deputy Dean/Deputy Director/ Principal/Head of Department)
.....	.....
<b>Name:</b>	Officer's Signature & Chop
<b>Date:</b> Time:	Date:

<b>For Office Use Only. (Approval):</b>	
I am pleased/ regret to inform you that your requisition has been accepted/rejected.	.....
Petronas Card YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Transport Unit</b>
Touch N Go Card YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Student Development and Community Engagement</b>
	<b>* Please read the rules and regulations at the back</b>

## **RULES AND REGULATIONS**

1. Transportation is provided for official usage of staff and students.
2. The application forms for staff must be certified by Dean/ Deputy Director or Officer in Charged.
3. Transportation services are provided for the following purposes:
  - i. Student's programs approved by the Deputy Dean/ Director/ Principal/ Head of Department. If there is a cost incurred (outside van rented), the Unit/Department/Society/Club has to bear the cost.  
(Please attach the relevant document).
  - ii. Staff programs approved by Dean/ Deputy Director
4. All applications must be forwarded to the Transport Unit, OSDCE at least three days **(3) in advance of the intended date for Johor trip and seven days (7) 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 days (3) for external trip and one day (1) for internal trip.
7. Any **cancellation** of the trip must be done at least two days (2) before the programme.