



(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤْنِسُ بَرِيَّتِي إِسْلَامًا أَيْتَارًا بَغْسًا مِلِّيَّتِي

Garden of Knowledge and Virtue

TRANSPORTATION REQUEST FORM

OFFICE OF STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT
KULIYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES
KM1, JALAN PANCHOR, 84600 PAGO, MUAR, JOHOR DARUL TAKZIM
TEL: 06-974 2655/974 2709

EMAIL: zulhfizi@iium.edu.my / hazimselamat@iium.edu.my

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:			

Boarding Place:	Type and Quantity of Transport Required
Mahallah Cafe, Pagoh <input type="text"/>	Toyota Innova (7 Seater) VAC 2335 <input type="text"/>
KSTCL <input type="text"/>	CAM Placer X Van (17 Seater) IIUM 821 <input type="text"/>
Others: (Please specify).....	Mini Bus (25 seater) WHT 5566 <input type="text"/>
	Mini Bus (25 seater) WQJ 5325 <input type="text"/>

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

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

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.