



(Company No. 101067-P)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤْنِسُ بَرَسِيَّتِي إِسْلَامًا أَبْتَارًا بِغَسَا مِلْدَسِيَا

Garden of Knowledge and Virtue

Version No.: 01
Revision No.: 01
Effective Date: 10/11/2025
Workstation: OSDCE

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	
	Time:	Send & Fetch	
2. Departure from destination:	Date:	Send/Fetch Only	
	Time:		

Boarding Place:

Mahallah Cafe, Pagoh

KSTCL

Others: (Please specify).....

Type and Quantity of Transport Required

Toyota Innova (7 Seater) VAC 2335

CAM Placer X Van (17 Seater) IIUM 821

Mini Bus (25 seater) WHT 5566

Mini Bus (25 seater) WQJ 5325

Coaster (27 Seater) IIUM 836

Outsourced Bus (44 seater)

Applicant's signature:

Name:

Date:

Time:

Recommended by: (Deputy Dean/Deputy Director/
Principal/Head of Department)

Officer's Signature & Chop

Date:

For Office Use Only. (Approval):

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

Petronas Card

YES

☐

NO

☐

Touch N Go Card

YES

☐

NO

☐

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Transport Unit

Student Development and Community Engagement

* Please read the rules and regulations at the back

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:
 - a. 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 such as programme's approval letter, invitation letter, etc.).
 - b. 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.