



## VEHICLE/BUS APPLICATION FORM - COMPANY

### 1. APPLICANT INFORMATION (BY STAFF OR STUDENT)

Name:			
Phone/Mobile No.		Staff/Matric No.	
Program/Activity Name:			
Type of Vehicle:		No. of Passengers:	

### 2. TRIP INFORMATION (BY STAFF OR STUDENT)

Date		Time		Location	
From	Until	From	Until	Departure	Destination

### 3. DEPARTMENT AUTHORIZATION (BY APPLICANT'S DEPARTMENT / ADVISOR)

We hereby certify that this service is needed by for official business/ university activity. Payment is by Department Vote/ Vote (Account Code) as stated:

\_\_\_\_\_  
Signature & Stamp  
Head Department / Project Advisor

\_\_\_\_\_  
Date

### 4. AUTHORIZATION & APPROVAL (STUDENT ACCOMMODATION CENTRE – SAC)

<p>Authorization</p> <p>_____ Signature &amp; Stamp</p> <p>Date:</p>	<p>Application Status:</p> <p><input type="checkbox"/> APPROVED      <input type="checkbox"/> REJECTED</p> <hr/> <p>Charges: <input type="checkbox"/> YES (RM _____)</p> <p><input type="checkbox"/> NO</p>
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#### Important Notice:

- The application form must be completed and certified by the authorised University Official and submitted to the Student Accommodation Centre (SAC), UUM at the latest within seven (7) days prior to the use of the vehicle.
- Each application must be attached with letter of Approval of Programmes/ Activities of the relevant authorities.
- Approval is based on the concept of "the first priority". Application that are not in accordance with the conditions and incomplete will be rejected.
- Verification of travel and vehicle rental payments must be made within three (3) days prior to travel.
- Application that do not follow the **item no. 1** is subject to availability of the vehicle.