



Application for After-hours Use of a University Vehicle

Name in Full					
Area/Department			Phone Number		
From Date			Time	am/pm	
To Date			Time	am/pm	
Destination					
Purpose					
To Date			Time	am/pm	

Approved by Department Head				
Name			Dept.	
Signature			Date	

Vehicle Running Sheet					
Type of vehicle					
Registration					
Odometer readings					
From		To		Miles	
From		To		Miles	
From		To		Miles	
From		To		Miles	
From		To		Kilometres	
From		To		Miles	
Checked By Transport Officer					
Name			Dept.		
Signature			Date		