



## 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		

<b>Approved by Department Head</b>			
Name		Dept.	
Signature		Date	

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