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TRANSPORT REQUISITION FORM

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Purpose: Employees use this form to **request a company vehicle for official travel**, ensuring proper authorization and usage tracking.

Date of Request: _____

Employee Name: _____

Designation: _____

Department: _____

Purpose of Travel: ☐ Official Meeting ☐ School Visit ☐ Site Inspection ☐ Other: _____

Vehicle Type Requested: ☐ Sedan ☐ Van ☐ Pickup ☐ Other: _____

Date of Travel: _____

Time of Departure: _____ **Estimated Return Time:** _____

Destination: _____

Passengers (If Any): _____

Admin Approval: ☐ Approved ☐ Not Approved

Admin Remarks: _____

Assigned Vehicle: _____

Driver Assigned (Yes/No): _____

Usage Instructions:

- ☑ Employees **must submit requests 24 hours in advance**.
- ☑ The **Admin Team assigns a vehicle based on availability and need**.
- ☑ **All transport requests must be logged in the Transport Logbook (ADM-018)**.