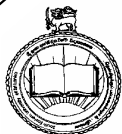


**Internal Running**

South Eastern University of Sri Lanka

**VEHICLE REQUISITION FORM FOR INTERNAL RUNNING**

(To be submitted to the Transport Division **at least 01 working day** prior to departure)

1. Service No. and name of the applicant:

2. Designation

3. Department

4. Contact No./s

5. Purpose of travelling

Supporting Document/s attached : Yes / No

6. Name/s of person/s travelling:

SN	Service No.	Name
i		
ii		
iii		
iv		
v		

7. Proposed travel

From:  To:

8. Date of travel:

9. Time :

Departure:  Arrival:

I am aware of the general instructions on the usage of University vehicles and declare that I will take full care and responsibility of the vehicle during the period of the travel.

Recommended / Not Recommended

.....  
Signature of the Applicant

Date:.....

.....  
Head of the Department / Division

Date: .....

**(For Office use only)**

Approved / Not approved	Vehicle No.: .....
..... Deputy Registrar / General Administration	Driver: .....
Date:.....	

**To be filled by the Driver**

1. Meter reading at the start of journey: 

--	--	--	--	--	--	--	--

 KM

2. Meter reading at the end of journey (at SEUSL): 

--	--	--	--	--	--	--	--

 KM

3. Total mileage: 

--	--	--	--

 KM

4. Places Visited

.....  
.....

5. Reports, if any damages / defects.

.....  
.....

(To be returned by Driver to DR / General Administration after completion of the trip).

Driver's Name:..... Signature..... Date:.....

**Certified Correct**

.....  
Subject Clerk

.....  
Deputy Registrar /  
General Administration