



CAMPUS SERVICES

Application for Hire of External Vehicle

City East City West Magill Mawson Lakes Whyalla Other (ie FLC/101 Currie St)

Request Date:

Last Name: First Name:

School/Unit/Division: Extension Number:

Dates Vehicle Required

From: Time: To: Time: Flight No. Arrival (if applicable) Time Flight No. Departure (if applicable) Time

Type of Vehicle Required (if available):

Special Requirements:

Name of Driver:

Passengers:

Does the driver have the appropriate licence: YES (Please attach copy of licence)

Destination:

Reasons for Travel:

ACCOUNT CODE

AD PG SR TN PD SUB LEDGER (circle) Other PD Only Cost Centre Item

Signed (Cost Centre Manager) Date: First Name Last Name

Signed (Person Booking Vehicle) Date: First Name Last Name

OFFICE USE ONLY Booking Number: Client Number: Dates Booked From: To: Cost of Hire: Signed: Date: Person Advised: Yes / No Date:

Please Note: Vehicles are NOT to be used for private purposes