



TAITA TAVETA UNIVERSITY

**P.O. Box 635 - 80300, Voi Kenya. Telephone: (020) -2437266
Transport Department**

PART ONE TRANSPORT REQUISITION FORM

Name of requisitioning officer.....Designation.....
Department/faculty/school/institute.....
Purpose of trip.....no of passangers.....
Date of travel.....Destination.....
Type of vehicle /capacity.....
Signature.....Date.....phone.....

PART TWO (HEAD OF DEPARTMENT/SECTION)

I recommend/do not recommend this request Reasons.....
Vote to be charged.....Signature.....Date.....

PART THREE (TRANSPORT OFFICER)

Transport available/not available Vehicle Reg no.....Driver.....
Estimated kms.....Estimated cost.....Signature.....Date.....

PART FOUR (FINANCE)

Funds available/not available.....Vote to be charged.....

Approved signature.....Date.....

PART FIVE (ADMINISTRATION/ACADEMIC) All academic/student trip vehicles to be approved by Deputy Vice Chancellor (ARO), Registrar (ARO) and all other vehicles by the Deputy Vice Chancellor (AFP), Registrar (AFP) or University Administrator

Approved.....Signature.....date.....

PART SIX (HEAD OF TRANSPORT)

Mileage before trip.....Mileage after trip.....Time in.....

Total mileage travelled.....Approved signature.....Date.....

Cost per km.....Total Cost.....

Note: The approved Transport Requisition Form MUST be brought to the Transport Office 3 Days in advance for reservation. No University Vehicle should leave the University without the Transport Requisition Form (TRF) approved by the relevant officers. All TR Forms must be left with security at the gate and be returned over to Administration on daily basis for necessary action

