

UNIVERSITY OF NAIROBI
TRANSPORT APPLICATION FORM

NOTE: Application forms for transport must be submitted in duplicate and should reach the Transport office at least 5 days before the departure date. The trip shall take place only, after approval and issuance of a permit by the transport office.

PART 1: TO BE COMPLETED BY THE APPLICANT:

NAME: _____ DESIGNATION: _____

DEPARTMENT/FACULTY/INSTITUTE: _____

COLLEGE: _____

NATURE OF TRIP: Academic/Association/Funeral/Others (Specify) _____

Number of Passenger seats required: _____

DETAILS OF TRIP From: _____ To: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

INDICATE FUNDS REQUIRED FOR THE TRIP AND APPROVING UNIT:

Fuel Cost KShs: _____ *College/Department/Faculty/Institute/Central Administration

Drivers Allowance KShs: _____ *College/Department/Faculty/Institute/Central Administration

Students/Staff Allowance KShs: _____ *College/Department/Faculty/Institute/Central Administration

Bus/Minibus/Others: _____ * College/Department/Faculty/Institute/Central Administration

PART II: TO BE COMPLETED BY HEAD OF DEPARTMENT/FACULTY

*I recommend/do not recommend that the transport request by the above named be approved

Signature: _____ Date: _____

PART III: TO BE COMPLETED BY THE COLLEGE PRINCIPAL

* I recommend/do not recommend that the transport request by the above named be approved

Bus/Mini-bus/Others assigned to the trips: Reg. No. _____ Name of Driver: _____

College Principal's Signature: _____ Date: _____

PART IV: TO BE COMPLETED BY CENTRAL TRANSPORT OFFICE

All details for the trip have been/have not been provided.

The vehicle assigned to students/staff is in Satisfactory/Unsatisfactory condition.

Sitting capacity is adequate/not adequate.

Approval for the trip is recommended/not recommended.

Signature: _____ Date: _____

PART V: APPROVAL BY THE DEPUTY VICE-CHANCELLOR/VICE-CHANCELLOR

The request for transport is approved/not approved.

Signature: _____ Date: _____

Delete whichever is not applicable,

Attach AIE form

Attach Details of the trip