

REQUEST TO GARAGE A UNIVERSITY VEHICLE AT A PRIVATE RESIDENCE OVERNIGHT

When completed this form is to be lodged with the Vehicles Office for all Pool and Sub Pool Vehicles or with the Financial Delegate for College or Divisional Vehicles.

In line with the current insurance conditions and the Taxation Act (Fringe Benefits Tax), I request permission to garage a University Vehicle at my private residence overnight.

REASON

Early departure / Late Return

The vehicle will be locked securely and parked off the roadway at:

The details of travel are as follows:

Driver's name _____

Department _____

Phone number _____

Vehicle Registration No. _____

Destination _____

Departure (date & time) _____

Return (date & time) _____

Signature of Driver _____

Signature of Supervisor _____

OFFICE USE ONLY

Pool vehicles: Director Estate Directorate or delegate
College & Divisional Vehicles: Head of Department or *Supervisor (*1 night only)

To be filed with the completed vehicle log sheet as proof of authorisation.