



## REQUEST TO TOW A TRAILER

Completed form is to be lodged with the Vehicles Section for all Hire Vehicles or with the Financial Delegate for all Organisational Unit Vehicles.

In line with current insurance conditions, the following University Person(s) will be towing a trailer with a University vehicle.

NAME	SIGNATURE

The details of travel are as follows.

Requestor's name \_\_\_\_\_

Department \_\_\_\_\_

Phone number \_\_\_\_\_

Trailer Registration No. \_\_\_\_\_

Vehicle Registration No. \_\_\_\_\_

Destination \_\_\_\_\_

Departure (date & time) \_\_\_\_\_

Return (date & time) \_\_\_\_\_

Signature of Requester \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_

**Pool Vehicles:** Director Estate Office or delegate  
 Organisation Units: Head of Department \_\_\_\_\_ Date: \_\_\_\_\_