

**KWAZULU-NATAL PROVINCIAL TREASURY  
OFFICIAL TRANSPORT REQUEST FORM**

**DATE VEHICLE BOOKED:** \_\_\_\_\_

DRIVER'S NAME : \_\_\_\_\_

DIRECTORATE : \_\_\_\_\_

TELEPHONE NO : \_\_\_\_\_

DRIVER'S TELEPHONE NO : \_\_\_\_\_

LICENCE CODE : \_\_\_\_\_

DATE OF ISSUE : \_\_\_\_\_

DATE VEHICLE REQUIRED : \_\_\_\_\_

VEHICLE RETURN DATE : \_\_\_\_\_

TIME REQUIRED : \_\_\_\_\_

VEHICLE TYPE : SEDAN / BAKKIE

SUPERVISORS NAME : \_\_\_\_\_

DRIVER SIGNATURE : \_\_\_\_\_

PURPOSE OF THE TRIP : \_\_\_\_\_

NB: This application must be submitted to the Transport Office at least two working days in advance.

**FOR THE USE OF THE TRANSPORT OFFICE**

**VEHICLE ALLOCATION**

Vehicle registration \_\_\_\_\_ is allocated to Mr /Ms \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_.

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_