

APPROVAL TO USE A DEPARTMENTAL VEHICLE

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Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade

Proposed Travel Details

Reason for travel		To attend a regional meeting			
Date	Time	Departure location	Date	Time	Arrival location
7 Jul 2004	07:00	Newcastle	7 Jul 2004	09:00	Sydney - City
7 Jul 2004	16:00	Sydney - City	7 Jul 2004	18:00	Newcastle

Type of Vehicle Required

I require a **Sedan** for my journey.

Current Drivers Licence

I possess a current drivers licence. My licence number is example number.

Employee's signature: _____ Date ____/____/____

Approval

Recommended by: _____ Date ____/____/____

Approval by Delegated Officer: _____ Date ____/____/____