KEFRI/F/ADM/016



KENYA FORESTRY RESEARCH INSTITUTE

**TRANSPORT REQUISITION FORM**

NAME: …………………………………………………………………………………………………

P/NO: ………………………………………………………………………………………………….

**Type of journey**

Field trip □ Local running □

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM** | **PURPOSE (SPECIFY)** | **DESTINATION** | **APPROXIMATE MILEAGE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL KM** |  |

EXPECTED DEPARTUTE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPECTED RETURN DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FUEL AMOUNT: \_\_\_\_\_\_\_\_\_ FUEL SOURCE: \_\_\_\_\_\_\_\_ FUEL SOURCE APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICIAL USE ONLY**

TRANSPORT REQUEST RECEIVED ON: \_\_\_\_\_\_\_\_\_\_\_\_\_ TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRANSPORT APPROVED/NOT APPROVED YES □ NO □

IF NOT APPROVED, REASON(S):\_\_\_\_\_\_\_\_\_\_\_\_

VEHICLE ALLOCATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DRIVERS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME(S) OF OFFICERS USING THE VEHICLE: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

NAME OF AUTHORISING OFFICER: \_\_\_\_\_\_\_\_\_\_ SIGN: \_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_