

Universiti Tunku Abdul Rahman			
Form Title : Booking of UTAR Bus			
Form Number : FM-DGS-102	Rev No : 2	Effective Date : 11/11/2014	Page No : 1 of 2

<u>FOR APPLICANT</u>	
Faculty/Centre/Division/Department :	
Date of Trip : (Date) From : To : (Time) From : To :	
Purpose :	
Destination : (full address if applicable)	
Signature of Applicant :	Depart From :
Name :	
Date of Application :	No. of Bus Rent :
Tel No. / HP No. :	
Email Address :	No. of Participants : (Maximum of 40/44 passengers)
Documentations to be attached (COMPULSORY) : <input type="radio"/> Passenger List <input type="radio"/> Itinerary <input type="radio"/> Supporting document(s) if it is a University Event/Course Field Trip/Site Visit (if applicable)	Remark:

<u>FOR FACULTY / CENTRE / DIVISION / DEPARTMENT USE</u>	
Recommended By :	<u>Please tick:</u>
Name :	<input type="checkbox"/> University Event
Date :	<input type="checkbox"/> Society's/Club's Trip/Event
Approved by :	<input type="checkbox"/> Course Field Trip/Site Visit
(Dean/Director/Administrative HOD)	<input type="checkbox"/> Others : (Please specify)
Name :	
Date :	
Rental Charges :	

<u>FOR DGS APPROVAL</u> Received By : (Name) Date : Approved By : Name : Date :	<u>FOR DFN USE</u> Amount Paid : Receipt No. : Certified By : Date :
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Note: All bookings are to be received at DGS office at least **2 weeks** prior to intended visit.

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PASSENGER LIST

No	Name	NRIC	Faculty	Gender	Contact No	Signature
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