



KIBABII UNIVERSITY
(Knowledge for Development)

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TRANSPORT REQUISITION FORM

NB :APPLICATION MUST BE SUBMITTED IN DUPLICATE TO TRANSPORT OFFICE ATLEAST 7 DAYS BEFORE DEPARTURE ,ONLY APPROVED TRIPS WILL TAKE PLACE

PART 1

TRAVEL DETAILS COMPLETED BY THE APPLICANT OF THE DEPARTMENT/FACULTY

NAME: _____ DESIGNATION: _____ PF.NO: _____

DEPARTMENT/FACULTY: _____ NATURE OF TRIP: _____

NUMBER OF PASSENGERS[Attach list]: _____ DETAILS OF TRIP:FROM _____ TO _____

DEPARTURE DATE: _____ TIME: _____ RETURN

DATE: _____ TIME: _____

DRIVERS ALLOWANCE: _____ OFFICER INCHARGE OF TRIP: _____ PF.NO: _____

DESIGNATION: _____ PHONE NUMBER: _____ SIGN: _____

PART 2

RECOMMENDATION BY HEAD OF SECTION/DEPARTMENT/FACULTY:

[I recommend/do not recommend] _____ REASON[S] _____

NAME: _____ DESIGNATION: _____ PF.NO: _____ SIGN: _____

PART 3

RECOMMENDATIONS BY THE HEAD OF TRANSPORT OFFICE:

Bus/Mni-bus/Van/Others assigned _____ Driver[s] _____

Vehicle Reg .No: _____ ESTIMATED KM: _____ FUEL[LITRES]: _____

[Availability/Unavailability of Vehicle allocated].REASON: _____

DATE APPLICATION RECEIVED: _____ TIME: _____

NAME: _____ DESIGNATION: _____ PF.NO: _____ SIGN _____

PART 4

ADMINISTRATIVE APPROVAL:

Approved/Not approved.REASON: _____

NAME: _____ DESIGNATION: _____ SIGN: _____ DATE: _____

NB:No vehicle shall leave the compound without an approval from the Vice Chancellor and an approved Transport request Form.

Original of the Transport Request Form should be deposited at the transport office plus a list of those travelling before departure.

Students will not be allowed to go on trips without being accompanied by officer in-charge who MUST be a staff.

