



LOGISTICS CENTRE
ANNA UNIVERSITY, CHENNAI – 600025
M.I.T Campus, Chromepet, Chennai – 600044
CAR BOOKING FORM – FOR OFFICIAL PURPOSE ONLY



1	Travel Itinerary	Onward Journey	Return Journey
	Date	DD / MM / YEAR	DD / MM / YEAR
	Time	__ : __ am / pm	__ : __ am / pm
	Place of Visit		
	Total distance	__ km (including to & fro)	

2 User information

- a) Name : _____
- b) Designation : _____
- c) Department / Centre / Office : _____
- d) Contact Number : Mobile _____ / Intercom _____
- e) Purpose of Visit (in brief) : _____

3 Undertaking: Car will strictly be used for the purpose mentioned

Signature of the user
(with date & seal)

Signature of HOD
(with date & seal)

Signature of Dean, MIT Campus
(with date & seal)

4 For office use only

- a. Booking Number & Date : _____ dated _____
- b. Additional details of allotted car : _____
- i. Vehicle Make and Number : _____
- ii. Driver : _____

DIRECTOR
Logistics Centre



ACKNOWLEDGEMENT SLIP

Vehicle availability	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, booking number	:	_____
Contact Person	:	_____
Contact Number	:	_____

Signature with seal