



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

VEHICLES REQUISITION FORM

1. Booking Details

Name		Designation	
Department /Section		Contact/Mobile no.	
Email		Purpose of Visit	
Date of Travel &		No. of days (Vehicle is required)	
Place from-to		Time from – to	

2. Vehicle Details

Type of Vehicle		Distance (Approx. in Km)	
No. of Vehicles		No. of Passengers	
AC/ Non-AC		Remark	

3. Bill(s) to be settled by

Requester: School/Section: Institute: Sponsored Project:

Name & Signature of the Requisitioning Faculty/Officer

4. Approval

(i) Certified that the bill be paid by AR(F&A) from the Institute budget/Section budget/School budget

Deans/ HOS/ Registrar /HOD / PIC

(ii) Certified that the bill be charged directly to my Project No.

Principal Investigator

For Office Use only

Status of Booking

Approved :

Not Approved :

PIC- Transport

*N.B. Duly filled form will only be considered for the booking of vehicle.