Annex 5: Request for Private Use
to the Operation and Usage Policy of Motor Vehicles

Request for the Use of a University Vehicle for Private Purposes

I, the undersigned _____, an employee of the University of Pannonia, request your permission for the private use of the following university vehicle for regular/casual commuting purposes.

Details of the university vehicle to be used:

Make or type: _____
Registration plate: _____
Cylinder capacity (cm3): _____
Fuel type (petrol/diesel):
_____
Standard flat rate (litre/100 km): _____
My valid driving licence number: _____

Domicile/habitual residence:
Place of work:
In case of an ad hoc request, the duration of vehicle use:
FROM .....(year) .....(month) .....(day) TO .....(year) .....(month) .....(day)

Reasons for the private use of a university car:
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If the private use of a university vehicle is permitted, I agree to:

- comply with the provisions of the University's currently valid Operation and Usage Policy of Motor Vehicles,
- store the University's vehicle in a safe and secure place,
- reimburse the direct and indirect costs associated with private use.

My billing address:.....

.....(year) .....(month) .....(day)

.....
Requestor

This Request shall be submitted to the Logistics Department of the Directorate of Legal Affairs and Procurement