Annex 6: Authorisation for Private Use
to the Operation and Usage Policy of Motor Vehicles

Authorisation to Use a University Vehicle for Private Purposes

Based on the request submitted, I hereby authorise

_____(name)
_____(organisational unit)
_____(position)

to use the following vehicle owned by the University of Pannonia for regular/casual commuting purposes. Vehicle details:

Registration plate: _____
Make and type: _____
Casco insurance: Yes

The permitted duration of the occasional use of the vehicle:
FROM _____(year) _____(month) ____(day) TO _____(year) _____(month) ____(day).

Domicile/habitual residence:
Place of work:
Route:

Conditions of use:

1. The use of a motor vehicle between the domicile of the employee and the place of work (commuting) is allowed as private use.

2. You may not allow anybody else to drive the car. You may drive a car only if you hold a driving licence valid for the category of car concerned.

3. The employee must obey the rules of the Highway Code when using the car and is liable for fines (speeding, illegal parking, parking without a parking ticket, traffic infractions, etc.) imposed by the competent authorities or by economic organisations during the period in which the vehicle was used by the employee.

4. The car can be stored at the employee's place of residence, on condition that the car is kept in a safe and secure place.

5. The employee is liable to the University of Pannonia for any damage caused by the employee to the vehicle in accordance with the relevant provisions of the Operation and Usage Policy of Motor Vehicles.

6. The driver must keep a journey form when using the vehicle and clearly indicate if the vehicle is used for official or private purposes, the place and time of departure and arrival, the distance travelled and the odometer reading. On the basis of the journey form, the user must draw up a monthly summary of the private mileage for the month in question and certify it by signing it. The manager exercising the right to issue work-related instructions must verify the proper maintenance of the journey form, the monthly summary thereof and the fact that the private use was exclusively for the purpose of commuting to work and shall document it by signing it. The original of the monthly summary, any invoicing request and the supporting documents must be sent to the Logistics Department by the 5th day of the month following the month in question. The Logistics Department must forward any invoicing request and the supporting documents to the Directorate of Economic Affairs by the 10th day of the month following the month in question.

7. The employee must reimburse the University of Pannonia the costs of using a university vehicle for private use on the basis of an invoice issued by the Directorate of Economic Affairs. Reimbursement for the costs of private use shall be made in accordance with the Operation and Usage Policy of Motor Vehicles.

_____(year) _____(month) _____(day)

Approved by:

_____
Rector

Authorised by:

_____
Chancellor