



COMSATS Institute of Information Technology

Defence Rd. Off Raiwind Rd. Lahore. Phone 042-111-001-007 Ext. 909

Request No/Date: _____

Modified Transport Request Form

Note: The Request form must be submitted in duplicate to transport office two days before departure.

Place(s) to be visited: _____

Purpose: ☐ Official ☐ Private/on payment ☐ Emergency

Detail: _____

Dated: _____ Timing (From): _____ To _____

Name: _____ Designating/Department: _____

Mobile No: _____ Signature: _____

Recommended/Forwarded by (H.O.D/Incharge): _____

Approved by Convener/Manager C&L/Transport Officer (within Lahore): _____

Approved by Director (out of Lahore): _____

Movement Order

Driver: _____ Vehicle No: _____

Is assigned to perform duty with: _____

Dated: _____ Timing (From): _____ To _____

Transport Officer

Kilometer covered

Meter reading start: _____ End _____

Total kilometer: _____ Driver's Signature _____

Traveler's Signature

Transport Officer

* Note: Signature of traveler are compulsory if not done than misuse shall be charged to traveler

Vehicle Gate Pass

Request No/Date: _____

Vehicle/Make: _____ Driver _____

Dated: _____ Out Time: _____ In Time: _____

Purpose: ☐ Official ☐ Private/on payment ☐ Emergency

Transport Officer