



Cornerhouse
 2nd Floor
 77 Commissioner Street Johannesburg
 2001

PRE-APPROVAL REQUEST FOR THE USE OF A PRIVATE VEHICLE FOR OFFICIAL PURPOSES

PLEASE NOTE:

Kindly complete this form by typing the relevant information and attach your signature.

It is the driver's responsibility to ensure that approval is given prior to undertaking the trip.

No payment will be made if the this form was not approved prior to undertaking the trip.

NAME:	
DESIGNATION:	
DATE OF TRIP:	
ESTIMATED KILOMETERS	
TRAVEL FROM:	
DESTINATION:	

REASON FOR TRIP

Signature: Driver

Not Recommended		
Recommended		
Line Manager: Name	Line Manager: Signature	
Date		

Not Approved		
Approved		
Name	Signature	
Date		



LOG SHEET	
Name	
Designation	
Month	

Date	Reason for travel	Start Location	End Location	KMs travelled	Rate p/km	Total amount
					R 3.82	R -
					R 3.82	R -
					R 3.82	R -
					R 3.82	R -
					R 3.82	R -
					R 3.82	R -
					R 3.82	R -
					R 3.82	R -
Total						R -

Name of Driver: _____

Approved by: _____

Date: _____

Designation: _____

Date: _____