



University of Fort Hare
Together in Excellence

APPLICATION FORM

FLIGHT / CAR RENTAL

The Car Hire policy is meant to assist employees when they are in need of transport, any misuse is considered to be misconduct (see the Car Hire policy) and will be dealt with according to the DC Policy. **Maximum days for hiring is 5 days (inclusive of weekends).**

Employee Name:

Personnel No:

Duration of a Contract:

PARTICULARS OF A LICENCE

Code:

Expiry date:

PDP: Yes/ No

CAR RENTAL PARTICULARS

Group: **A / B / Z/ 15 Seater/ Bakkie**

Pick up Date: / /

Pick up Time: _____

Pick up Place:

Return Place: _____

Number of days:

FLIGHT PARTICULARS

Destination: From:

To: _____

Departure Date: / /

Time: _____

Return/ Single

Return Date: / /

Time: _____

PAYMENT PARTICULARS

DECLARATION BY EMPLOYEE:

The amount should be debited from my salary over:

1 month 2 months 3 months

I give permission to payroll to deduct all the costs incurred by the University when it hired a car or booked a plane on my behalf. I also give them permission to deduct for any costs incurred by the University due to my negligence while I was using this benefit. I further undertake that I will be the only one driving the hired car at all times. **I hereby confirm that I have settled the previous debt for hiring.**

.....
Signature

.....
Date

OFFICE USE

Human Resources

Is the applicant employed: **Yes/ No**

Is the copy of the licence and PDP where applicable attached: **Yes/ No**

Did you ask applicant about previous debt for hiring: **Yes/ No**

Is the hiring more than 5 days: **Yes / No**

If all the above are in order then HR Generalist should sign:

.....
Signature

.....
Name

.....
Date

Purchasing

Did Human Resources approved the form: **Yes/ No**

Is the car required on the group we are providing: **Yes/ No**

Is the booking made: **Yes/ No**

Did the employee fetch the voucher: **Yes/ No**

Before purchasing send the form to Creditors they must sign below:

.....
Signature

.....
Name

.....
Date

Creditors

After receiving the invoice from the supplier, Creditors will then attach a copy on the form and send it to Payroll and to the employee.

.....
Signature

.....
Name

.....
Date