



**C. TYPE OF TRANSPORT REQUIRED**

1. GG-vehicle  People transporter  EV/Hybrid  VIP  LDV  PVan  Truck  Auto transm  Tow bar  Trailer
2. Subsidised vehicle  3. Own private vehicle  4. Hired vehicle
5. Engine capacity: (Only wrt petrol/diesel vehicles) 

					CC
--	--	--	--	--	----
6. Estimated distance: (Only wrt vehicles) 

					KM
--	--	--	--	--	----
7. Point of collection: \_\_\_\_\_ 8. Point of return: \_\_\_\_\_
9. Odo meter Departure 

--	--	--	--	--	--	--	--

 10. Odo meter Return 

--	--	--	--	--	--	--	--
11. Aeroplane
12. Forward journey from: \_\_\_\_\_ to: \_\_\_\_\_
13. Date: \_\_\_\_\_ Depart Time(24h00): \_\_\_\_\_ Arrival Time(24h00): \_\_\_\_\_ Flight no: \_\_\_\_\_
14. Return journey from: \_\_\_\_\_ to: \_\_\_\_\_
15. Date: \_\_\_\_\_ Depart Time(24h00): \_\_\_\_\_ Arrival Time(24h00): \_\_\_\_\_ Flight no: \_\_\_\_\_
16. Other arrangements: \_\_\_\_\_

**D. FINANCIAL IMPLICATIONS (BAS Classification)**

1. Estimated cost (all inclusive): R \_\_\_\_\_ 2. Fund: \_\_\_\_\_
3. Objective: \_\_\_\_\_ 4. Responsibility: \_\_\_\_\_
5. Item: \_\_\_\_\_ 6. Project: \_\_\_\_\_
7. Net Asset: \_\_\_\_\_ 8. Regional Identifier: \_\_\_\_\_
9. Client Code (only wrt GG vehicles and/or hired vehicles via GMT): 

--	--	--	--	--	--	--	--	--	--
10. **The driver of the vehicle referred to in this Application hereby acknowledges that he/she is fully aware of the prescripts set out in Circular 3/3/4/P dated 23 December 2013 (Western Cape Department of the Premier: Corporate Service Centre) and/or Circular H162/2015 dated 14 September 2015 (Western Cape Department of Health). This is not applicable to other users.**
11. Signature of Applicant: \_\_\_\_\_
12. Date: 

				2	0		
--	--	--	--	---	---	--	--

**E. RECOMMENDATION / APPROVAL**

1. Recommended  / Not recommended
2. If not recommended, state reason: \_\_\_\_\_
3. **I hereby confirm that I have informed the Applicant of the prescripts referred to in item D.10 above**  
Surname and initials: \_\_\_\_\_
4. Post level: \_\_\_\_\_ 5. Signature: \_\_\_\_\_
6. Date: 

				2	0		
--	--	--	--	---	---	--	--
7. Approved  / Not approved
8. Surname and initials: \_\_\_\_\_
9. Post level: \_\_\_\_\_ 10. Signature: \_\_\_\_\_
11. ID/PERSAL no: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--
12. Date: 

				2	0		
--	--	--	--	---	---	--	--
13. Authority no: \_\_\_\_\_

## APPLICATION TO TRAVEL

### EXPLANATORY GUIDE

1. General
- 1.1 Read the instructions carefully before the form is filled in.
- 1.2 The application forms part of the Vehicle Issue Form and Vehicle Check List wrt GG-vehicles.
2. A.1 Full names to be filled in and not initials.
3. A.2-10 The information is compulsory.
4. A.11 Full names to be filled in and not initials.
5. A.12-13 The information is compulsory.
6. A.14-15 The information is compulsory. Only required in the following instances:  
A vehicle to carry 12 passengers or more, including the driver. AND/OR  
A vehicle with a gross vehicle mass (GVM) of 3 500 kg or more.
7. A.16 The driver will be held responsible for allowing unauthorised passengers in/on the vehicle if he/she fails to include the particulars of all passengers or attach a passenger list to the Form.
8. A.17 Indicate the type of garaging required. A separate Form must be used to authorise the facility wrt GG-vehicles.
9. B.1 A short description of the purpose of the trip and places to be visited is required. Attach invitations when available.
10. B.2-6 The information is compulsory.
11. C.1-5 Indicate the type of transport required. If a GG-vehicle cannot be provided from the existing pool, alternative arrangements may be facilitated via Supply Chain Management processes. Each client institutions must follow the prescripts in terms of the Government Motor Transport Handbook issued by the National Department of Transport.
12. C.6-8 The information is compulsory.
13. C.9 The odo meter reading of the vehicle before departure is required. This is also required for GMT rentals to verify accounts.
14. C.10 The odo meter reading can only be inserted on return. This is also required for GMT rentals to verify accounts.
15. C.11-16 Only to be utilised when air transport is required. All particulars required at C13/15 might only be available once the flight reservation is confirmed.
16. D.1-8 The information is compulsory and required in terms of financial prescripts.
17. D.9 The information is compulsory when a GG-vehicle is required to enable the eBilling to be correct at the end of each month.
18. D.10 The driver must read this very carefully (only applicable to those referred to in the Form).
19. D.11 The applicant must sign here.
20. D.12 The date is compulsory.
21. E1-12 The information is compulsory. Each client institution must formulate own operational delegations wrt who can recommend and approve applications.
22. E13 This is compulsory and an audit requirement. Each client institution must establish its own records for audit purposes.