GOVERNMENT MOTOR TRANSPORT APPLICATION TO TRAVEL

Instructions:

- Only fill in the relevant sections and indicate n/a where not applicable.
- 2. 3. The authority wrt permanent allocations is valid for one calendar month only and must be supported by the prescribed itinerary.
- A copy of the approved authority must be kept in the vehicle at all times and be available on request.
- 4. The driver of the vehicle must at all times be able to produce his/her driver's licence and/or PrDP on request.
- 5. The authority is only valid if a client institution authority number is issued and filled in.
- 6. A copy of this authority must be kept on record until completion of the trip and replaced with the original.
- The Transport Officer must be informed as soon as the trip or route is changed.
- 8. Drivers of vehicles accept full responsibility for any traffic violations. Further acknowledge that their personal particulars will be made available to relevant traffic authorities, that misuse and/or abuse could lead to disciplinary action in terms of the relevant prescripts.
- 9. By signing this Application (refer to item D 11 the driver accepts full responsibility for the vehicle and undertake to abide by all relevant South African road traffic legislation applicable at the time.
- 10. No correction fluid is allowed on this application. Amendments are only allowed with a full signature.
- 11. The conditions as set in the GMT SLA (obtainable from the GMT web portal/GMT Bureau) to be complied with.
- 12. Refer to the Explanatory Guide - Application to Travel for more detail.
- 13. Drivers of GG vehicles must use their individual driver tags at all times.

4.	Drivers of venicles must arra	cn a copy	or meir iar	est AARIC	aemeni po	oinis to ec	icn app	olication	wnen ir	ie aari	O ACT IS	impieme	niea.
١.	APPLICANT												
	Full names and surname:												
	ID no :												
	PERSAL NO:]				
	Client Institution:												
	Component: 6. Post level:												
	Home street address (No postal address):												
	Contact telephone no: (W)(H)9. Fax no:												
	E-mail:												
	Full names and surname of driver/co-driver(s), if not applicant:												
	Driver's licence no of driver/co-driver(s): 13. Licence valid until:												
	Driver's Public Driving Permit no/co-driver(s):												
	Name, Surname and ID no (If the space is inadequate				ssenger(s) (not said	person	s):					
·.	Garaging required: Yes [nd hoc go	araging re	equired: G	overnme	nt pren	nises 🗌	Private	e reside	nce 🗌	On route	e 🗆
	TRIP PARTICULARS												
	Purpose of trip and places to be visited:												
	Date of departure:				2	0							
	Date transport required:				2	0							
	Time transport required (24h00):		:										
	Date of return:					2	0						
	Time of return (24h00):			:									

C.	TYPE OF TRANSPORT R	EQUIRED											
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/diese	el vehicles)					сс						
6.	Estimated distance: (Only wrt vehicles)						KM						
7.	Point of collection: 8. Point of return:												
9.	Odo meter Departure					10. Odd meter R							
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												
3.	Objective: 4. Responsibility:												
5.	Item: 6. Project:												
7.	Net Asset:												
9.	Client Code (only wrt GG vehicles and/or hired vehicles via GMT):												
10.	The driver of the vehic 3/3/4/P dated 23 Decc 14 September 2015 (We	ember 2013 (Wes	tern Cape Do	epartment	of the	Premier: Co	rporate :	Service			•		
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 Applicar	nt of the p	rescript	s referred t	o in item	D.10 a	oove				
	Surname and initials:												
4.	Post level:	5.	Signature:										
6.	Date:				2	0							
7.	Approved / Not approved												
8.	Surname and initials:												
9.	Post level:	level: 10. Signature:											
11.	ID/PERSAL no:												
					 -		<u>_</u>	<u> </u>	l l		1		
12.	Date:			2	0								

13.

Authority no:_

APPLICATION TO TRAVEL

EXPLANATORY GUIDE

1.	General							
1.1	Read the instru	actions 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.