

The English translation of this form is intended solely as a convenience to non-German speakers. Only the German form is legally binding. We therefore kindly ask you to complete and sign the German form.

UNIVERSITÄT GREIFSWALD
Wissen lockt. Seit 1456



To the Vehicle Fleet Management Team

Central Services Department

Employees undertaking a business trip are generally expected to travel by public transport. However, the University does have its own vehicle fleet for exceptions.

In addition to the utility vehicles used for technical and site-maintenance operations, the fleet includes minibuses with up to eight seats for excursions and a number of cars for business trips.

Application for the use of a vehicle from the university fleet

Applicant

Tel.:
email:

Institute or Institution

Date	Time of departure	End of business trip in Greifswald
Destination (precise address)		
Please specify the type of vehicle required <input type="checkbox"/> Car <input type="checkbox"/> Utility van / Minibus <input type="checkbox"/> Trailer		
Participants or passengers Number of passengers <input type="text"/>		
Purpose of business trip		
Business trip has been approved		yes/no (please include copy of approval notice)
Driver authorisation has been granted		yes/no
Fuel costs will be covered		<input type="checkbox"/>

Place, Date

Signature: **PLEASE ONLY COMPLETE AND SUBMIT THE GERMAN FORM**

Fuel costs are to be borne by the institutes or University's institutions.
Vehicles are provided with a full fuel tank and must be returned with a full tank.

In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.