



## **REQUEST FORM TO TAKE A COMPANY VEHICLE ABROAD**

Employee Name: .....

Country of Destination: .....

From Date: .....

Return Date: .....

Vehicle Make & Model: .....

Registration Number: .....

Requested by (Signature): .....

PRINT NAME: .....

Agreed by (Signature): .....

PRINT NAME: (Departmental Manager).....

Authorised by (Signature): .....

PRINT NAME: (Director).....

Requests will only be considered from those previously authorised to use company vehicles for social domestic and pleasure purposes. All existing company car usage policies as detailed in the company handbook continue to apply. Any request granted is done so on the strict understanding that the employee complies with all the necessary requirements of the country to be visited.