



**Faculty of Livestock, Fisheries & Nutrition
Wayamba University of Sri Lanka, Makandura, Gonawila.**

Reservation of the Official Car (KP-1782)

(Note : Please make sure to reserve the vehicle at least 2 days prior to the visit.)

1. Name of the Officer :-
2. Designation :-
3. Date of the Visit :-
4. Reason for the Visit :-
(Note: Please attach the official document relevant to the visit.)
5. Expected time to leave :- Expected time to return :-
6. Places expected to be visited :-
7. Route (Please indicate reasons if deviate from the shortest possible route.) } :-

I certify that the vehicle is used for the official purpose of University.

Date :- **Signature of the Officer**

Recommendation of the Relevant Head *Recommended / Not recommended.*

Date :- **Signature of the Head**

Approval of the Dean / Assistant Registrar – FLFN *Approved / Not approved.*

Date :- **Signature of the Dean / Assistant Registrar**