**REQUEST FOR USE OF UNDP VEHICLE FOR UNOFFICIAL PURPOSES**

**PART I: REQUEST FOR USE OF UNDP VEHICLE FOR UNOFFICIAL PURPOSE**

**I hereby request the use of a UNDP vehicle for unofficial purposes as set out below and accept the terms and conditions set out in UNDP relevant manuals and guidelines, and in particular Appendix D of the Staff Regulations.**

|  |  |  |
| --- | --- | --- |
| **DATE** |  **TIME** **FROM TO** | **PURPOSE** |
| **TRIP 1**  |       |        |       |
| TRIP 2       |       |       |       |
| TRIP 3       |       |       |       |

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**Requestor’s Signature Authorised by: Vehicle Released by:**

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**PART II: REQUEST TO WAIVE REQUIREMENT OF UNDP DRIVER**

**I further request that the requirement of a UNDP driver be waived and that I be permitted to drive the vehicle. I certify that I POSSESS A VALID DRIVING LICENSE WHICH IS VALID IN THE COUNTRY/S in which I will be driving [attach copy of license]. I undertake to complete the Vehicle Daily Log. I also agree to reimburse the cost of the usage of this vehicle to UNDP as per the prevailing reimbursement rates of the office.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requestor’s Signature Authorized by**

Copy to Account Section for reimbursement of costs.