



**NATURAL RESOURCES AND ENVIRONMENT BOARD
SARAWAK**

REQUEST TO UTILISE OWN TRANSPORT

A. PARTICULARS OF REQUESTING OFFICER & JOURNEY

- 1. Name of Officer : _____
- 2. Unit Section : _____
- 3. Accompanied by : _____
- 4. Destination : Within Division Outside Division
Location : _____
- 5. Purpose of Trip : _____

- 6. Departure (Time & Date) : _____
- 7. Return (Time & Date) : _____

_____ Date

_____ Signature

B. ENDORSEMENT BY SECONDARY RESPONSIBLE OFFICER (SRO) / PRIMARY RESPONSIBLE OFFICER (PRO)/ DEPUTY CONTROLLER (DC) / CONTROLLER ENVIRONMENTAL QUALITY (CEQ)

Note : For the journey within division, the approval will be by SRO / PRO
For the journey outside division, the approval will be by DC / CEQ

Request is supported / not supported.

Reason : _____

_____ Date

_____ Signature