

CAR USER REGISTRATION FORM

EMPLOYER.....TRUST

EMPLOYEE DETAILS

Name.....Staff Number.....

Job Title.....Department.....

Address.....

Base.....Home to Base Mileage.....

Date vehicle first used for official business travel...../...../.....

Estimated annual business mileage.....

CAR DETAILS

Car 1 Registration Number.....Make.....Engine size.....CC

Car 2 Registration Number.....Make.....Engine size.....CC

Car 3 Registration Number.....Make.....Engine size.....CC

Signature of Claimant.....Print Name.....

Date.....

USER TYPE *delete as applicable*

- Regular User
- Standard User
- Lease Car User

The Manager:

I confirm that this member of staff is required to use their car for business travel and should be registered for the user type as indicated above.

The member of staff has provided their Driving Licence and Insurance Certificate for inspection and the Insurance provides appropriate cover for the type of journey undertaken.

Signature of Manager/BudgetHolder.....

Print Name.....Date.....

Following completion and approval this form should be returned to the Travel & Expenses Section, Payroll Services Department.

Notes on completion:

This form should be completed for any new employee who will necessarily use their car for travel associated with their job, subsequent changes of vehicle or base should be notified on form PR/COV and change of User Status should be notified on form PR/CCUS.

You should provide details of any car which may be used for business travel - main car as no 1

Your current driving licence and insurance certificate/certificates must be produced.