

AUTHORIZATION TO USE AN EXTRAORDINARY VEHICLE

(art. 6 of the University Regulations)

The undersigned
in service at.....
title..... registration number (.....)
for the mission scheduled to, on
requests the authorization to use the following extraordinary vehicle (please, tick the appropriate box):

- A) [] HER/HIS OWN CAR
B) [] RENTAL CAR (if there is no other alternative or if it's cheaper)
C) [] VEHICLE OF THE ADMINISTRATION (if not used for representation activities)

The request is to be considered necessary for the following reason (please, tick the appropriate box):

- 1) [] Necessity to reach the mission location/come back to the headquarter on an urgent basis: (please, explain which kind of urgency)
2) [] Absence of public transport or of compatibility between the transportation schedules and the implementation of the mission
3) [] Unavailability of Administration's vehicles
4) [] Necessity to make multiple transfers in different locations on the same day
5) [] Necessity to bring perishable, heavy and/or bulky scientific material
6) [] More affordable solution for the Administration (please, explain why)

Signature

The Head of the Department/Office
(Stamp and Signature)