

Business Trip Vehicle Authorization Form

Use this **business trip vehicle authorization form** example to efficiently grant permission for employees to use company vehicles during official travel. The form ensures proper documentation and compliance with company policies. Streamlining the authorization process helps maintain accountability and safety standards.

Employee Information

Full Name	<input type="text"/>
Employee ID	<input type="text"/>
Department	<input type="text"/>
Contact Number	<input type="text"/>

Trip Details

Destination	<input type="text"/>
Purpose of Trip	<input type="text"/>
Departure Date & Time	<input type="text"/>
Return Date & Time	<input type="text"/>

Vehicle Request

Vehicle Type	<input type="text" value="Select"/> ▼
License Plate Number	<input type="text"/>
Driver (if different from employee)	<input type="text"/>

Authorization

Supervisor/Manager Name	<input type="text"/>
Authorization Date	<input type="text"/>
Signature	<input type="text" value="(Signed or Typed Name)"/>

Authorize Vehicle

This form is to be completed prior to each business trip requiring company vehicle usage.