

Vehicle Reservation

If you have the permission to reserve vehicles you should see the menus below in the LearnOrg

Vehicle - Reservation User Area

Vehicle Reservation

- [Cancel Vehicle Requests](#)
- [Check Vehicle Availability](#)
- [Delete Approved Requests](#)
- [Edit My Request](#)
- [Request Vehicle](#)
- [View Availability](#)
- [View My Requests](#)

First check the availability of a vehicle by clicking on "Check Vehicle Availability". The following form will be loaded to the main area. Select the number of seats from the dropdown, the date from the date selector and click "View Reservation"

View Vehicle Reservations

Number of Seats :

Date : 

To request a vehicle click on "Request Vehicle", The request form will be loaded to the main area on the right. All the fields that has a '*' is mandatory.

Tentative Request for a Vehicle

Vehicle* : 1

From (Location)* : 2

To (Location)* : 3

Start Date & Time* : **[Please avoid reservations between 10.00 p.m and 3.00 a.m]** 4

End Date & Time* : 5

Number of Days* : 6

Number of people traveling* : 7

Pick up location* : 8

Nature of Duty* : 9

Place 1* 10

Purpose* 11

Date* 12

Place 2 10

Purpose 11

Date 12

Details of places to be visited :

Place 3 10

Purpose 11

Date 12

Place 4 10

Purpose 11

Date 12

Route* (Shortest route to be used) : 13

Name of the Applicant* : 14

Employee Code* : 15

Designation* : 16

Contact Number (Extention)* : (Ex: 1234) 17

Contact Number (Mobile)* : (Ex: 077-1234567) 18

Department / Division* : Centre for Information Technology Service & IS Division

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For sections 1 to 19 refer the reference guide below,

Section	Reference Guide
1	Select the required vehicle by clicking the dropdown menu
2	Enter the location where your journey starts. (do not enter the pick up location as the start location even if it is different than your start location)

3	Enter your destination.
4	Select the start date and time from the provided calendar and the drop down (do not type in). Do not reserve between 10.00pm and 3.00am (between 22:00 and 03:00 hours)
5	Select the end date and time from the provided calendar and the drop down (do not type in). Do not reserve between 10.00pm and 3.00am (between 22:00 hours and 03:00 hours).
6	Enter the total number of days taken for the journey.
7	Enter the total number of people participating in the journey.
8	Enter the location where you will meet the driver.
9	<p>Select the relevant category out of below three</p> <ul style="list-style-type: none"> • Academic (Select this if your purpose of travel is academic) <ul style="list-style-type: none"> ◦ For requestors within an academic department, approval requests will be routed first to the department head and then to the faculty dean. ◦ For requestors within an administrative division, approval requests will be routed first to the division head and then to the registrar. • Administrative (Select this if your purpose of travel is administrative.) <ul style="list-style-type: none"> ◦ For requestors within an academic department, approval requests will be routed first to the department head and then to the registrar. ◦ For requestors within an administrative division, approval requests will be routed first to the division head and then to the registrar. • Other (Select this if your purpose of travel is not academic or administrative.) <ul style="list-style-type: none"> ◦ For requestors within an academic department, approval requests will be routed first to the department head and then to the registrar. ◦ For requestors within an administrative division, approval requests will be routed first to the division head and then to the registrar.
10	Enter your destination. If you have more than one use the additional spaces. You can add maximum of four.
11	Enter the purpose. If you have more than one use the additional spaces. You can add maximum of four.

12	Select the date. If you have more than one use the additional spaces. You can add maximum of four.
13	Enter your preferred route. Make sure to select the shortest path for your journey, and it's mandatory.
14	Enter the name of the person that actually travels.
15	Enter the employee code of the person that actually travels.
16	Enter the designation of the person that actually travels.
17	Enter the extension number of the person that actually travels.
18	Enter the working mobile number of the person that actually travels.
19	Click Add Reservation to submit the request

To view the progress click "View My Request"

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