Date:

To: University Director

From (Faculty/Unit/Centre):

**APPLICATION FOR TAXI CARD**

**Guidelines for the use of taxi cards and company cards at UiO point 2.1.3 Other employees/units:**

*«Other employees or units may in special cases be granted a taxi card. Special cases may for example be transporting patients from the health sector in connection with health-related research. Other comprehensive travel activities are not covered by what must be understood as special cases.*

*Taxi card applications must be sent to the university director. There must be a work-related need and must be justified in the application*. *»*

We apply for (number of cards):

Justification:

Sincerely

NN, position

**Send the completed application form to the Department of Personnel Support:****ap-post@admin.uio.no**