

**VEHICLE TRIP TICKET**

 **TRIP TICKET NO.** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:**

1. To be filled out by the person requesting the use of the University vehicle.
2. The original trip ticket will be accomplished by the driver.
3. A duplicate copy will be filed by the Office of the Chief Administrative Officer for control.

To be filled out only by the person requesting use of vehicle Vehicle Plate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date / Time of Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Passenger/s:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination/s:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose/s:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized by:

 **ISABELITA C. BENEDICTOS, CPA, MPA**

 Chief Administrative Officer

|  |  |
| --- | --- |
| To be filled only by the driver after the end of the trip | Odometer Reading |
| Departure | Arrival | Initial Reading \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TIME | PLACE | TIME | PLACE |
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Gasoline/Diesel Used

Balance in Tank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ liters **CERTIFIED CORRECT:**

Issued from stock \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ liters

Purchase outside \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ liters

Gear Oil put in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ liters

Motor Oil put in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ liters \_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brake Fluid put in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ liters Driver

Grease issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ liters (Signature over Printed Name)

Total distance travelled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ liters

 I hereby certify that the vehicle was used on official business as stated. Affix hereunder the is/are the signature/s of the passenger/s.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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