

**VEHICLE TRIP TICKET**

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

Instructions:

1. To be filled in duplicate by person requesting use of University vehicle.
2. Original to driver to be returned to the office of Chief Administrative Officer upon completion.
3. Duplicate to the office of Chief Administrative Officer for control.

To be filled 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**

 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

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

 I hereby certify that the vehicle was used on official business as stated.

 Signature of Passenger/s: