**DRIVER’S TRIP TICKET**

**To be filled by the Administrative Official Authorizing Official Travel:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name of driver of the vehicle | : |  |
| 2 | Gov’t vehicle to be used Plate No. | : |  |
| 3 | Name of Authorized Passenger/s | : |  |
|  |  |  |  |
| 4 | Place or Places to be visited | : |  |
| 5 | Purpose | : |  |
|  |  |  |  |
| 6 | Inclusive Date and Time of travel | : |  |

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

**ANN GERALYN T. PELIAS**

Chief Administrative Officer

**To be filled up by the driver**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Time of Departure from Office | : |  | am/pm |
| 2. | Time of Arrival (per No. 4 above) | : |  | am/pm |
| 3. | Time of Departure from (per No. 4 above) | : |  | am/pm |
| 4. | Time of Arrival back to Office/Garage | : |  | am/pm |
| 5. | Approximate distance traveled (to & from) | : |  | km/miles |
| 6. | Gasoline issued, purchased and consumed | : |  | liters |
|  | 1. Balance in tank | : |  | liters |
|  | 1. Issued by Office from stock | : |  | liters |
|  | 1. Add: purchased during trip | : |  | liters |
|  | TOTAL | : |  | liters |
|  | 1. Deduct used during the trip (to & from) | : |  | liters |
|  | 1. Balance in tank at the end of trip | : |  | liters |
| 7. | Gear oil issued / purchased | : |  | liters |
| 8. | Lub. oil issued /purchased | : |  | liters |
| 9. | Greased issued /purchased | : |  | liters |
| 10. | Speedometer readings, if any | : |  | liters |
|  | at the beginning of trip | : |  | km |
|  | At the end of trip | : |  | km |
|  | TOTAL | : |  | km |

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I HEREBY CERTIFY** to the correctness of the above statement of record of the above.

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

Driver

**I HEREBY CERTIFY THAT I** used the car on official business as stated above.

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

Passenger/s