**MONTHLY REPORT OF OFFICIAL TRAVELS**

Vehicle Plate No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date | Distance Travelled  (in Km.) | Gasoline Consumed  (in liters) | | | | Oil Used | Grease Used | | | Remarks |
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I hereby certify to the correctness of the above statement and that the motor vehicle was used on strictly official business only.

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|  |
| Driver |

APPROVED:

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**ANN GERALYN T. PELIAS**

*Chief Administrative Officer*