



Reference No.: BatStateU-FO-GSO-05

Effectivity Date: January 3, 2017

Revision No.: 00

Title: **DRIVER'S TRIP TICKET**

Trip Ticket No. \_\_\_\_\_

**A. To be filled by the Administrative Officer Authorizing Official Travel**

Designated Driver:		License Number:	
Vehicle to be Used:		Plate Number:	
Destination:			
Nature and Purpose of Travel:			
Official Passengers:	1.	5.	9.
	2.	6.	10.
	3.	7.	11.
	4.	8.	12.

**Prof. JOVITO C. PLATA**  
 Director for General Services  
 Authorized Signatory

**B. To be filled by the driver**

Time of departure from office/ garage:		Time of arrival at destination above:	
Time of departure from destination above:		Time of arrival back to the office/ garage:	
Approximate distance traveled (to and from):			
Gasoline issued, purchased and consumed:			
Balance in tank			
Issued by office from stock			
Add-purchased during trip			
TOTAL			
Deduct used during the trip (to and from)			
Balance in tank			
Gear oil used			
Lubricating oil used			
Grease Used			
Speedometer reading, if any:			
At the beginning of trip			
At the end of trip			
Distance travelled at destination			
Remarks:			

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

\_\_\_\_\_  
 Driver

I/ WE HEREBY CERTIFY that I/we used this vehicle on official business as stated above:

Passenger	Passenger	Passenger	Passenger
Passenger	Passenger	Passenger	Passenger
Passenger	Passenger	Passenger	Passenger

Date/s of Travel: \_\_\_\_\_