



OFFICE OF THE DEAN
 College of Social Sciences and Philosophy
 University of the Philippines Diliman

DRIVER'S TRIP TICKET

Date: _____
 Control No.: _____

A. To be filled out by the authorized official/passenger:

1. Name of driver of the vehicle: _____
2. Government car to be used, Plate No.: _____
3. Name of authorized passenger(s): _____
4. Place or places to be visited/inspected: _____
5. Purpose(s): _____

Passengers _____

B. To be filled out by the driver:

- | | | |
|-----|---|-----------|
| 1. | Time of departure from office/garage | AM/PM |
| 2. | Time of arrival at (per no. 5 above) | AM/PM |
| 3. | Time of departure from (per no. 4) | AM/PM |
| 4. | Time of arrival back to office/garage | AM/PM |
| 5. | Approximate distance traveled (to & from) | AM/PM |
| 6. | Gasoline issued, purchased and consumed: | |
| | a. Balance in Tank | Liters |
| | b. Issued by office from stock | Liters |
| | c. Add-purchased during trip | Liters |
| | TOTAL | Liters |
| | d. Deduct: used during the trip | Liters |
| | e. Balance in tank at the end of trip | Liters |
| 7. | Gear Oil Issued | Liters |
| 8. | Lube Oil Issued | Liters |
| 9. | Grease Issued | Liters |
| 10. | Speedometer readings, if any: | |
| | At the Beginning of Trip | Miles/Kms |
| | At the End of Trip | Miles/Kms |
| 11. | Remarks | Miles/Kms |

I hereby certify to the correctness of the above statement of record of travel.

Driver

I hereby certify that I used this car on official business as stated above.

Passenger

Approved:

Administrative Officer V