



TRIP TICKET

Date Filed: July 22, 2022 Trip Number: _____
July 27, 2022 Destination: VSU - Ormoc, Leyte
 Departure Time: 7:00 AM Driver will report to: Guard Post 1
 Purpose: To facilitate the deployment of Art Apprenticeship I and II course BCAED.
 Head of Party: Dr. Charis B. Limbo

Passengers	Department/Office/Center/Project	Contact Number(s)
21. 25 PASSENGERS	Institute Of Human Kinetics	563-7395/1046
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		

*For more than (10) passengers, use separate sheet.

Vehicle Type: VSU Requesting party: CHARIS B. LIMBO
 Vehicle Plate No.: _____ Director, IHK

Dispatched: _____ Recommended: _____ Approved: MARIO LILIO P. VALENZONA
 Maintenance in Charge Motor Pool Services Head (Director/Center Director/Agency Head)

INSTRUCTIONS: Drivers shall fill in this part properly. Drivers are accountable for and are responsible for reporting any vehicle damage, defects and accidents immediately

Trip Ticket Issued/Received	Vehicle Condition (Before Travel)	Fuel & Lubricant Issued/Used	Departure/ Time Out	Odometer/Mileage Out
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In

Was the passenger/s following the call time & location?	Was there any purchased of fuel/lubricant outside VSU Campus?	Was the vehicle involved in accident or damaged while in your custody?	Was the vehicle used other than official government business?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No

Driver's Name & Signature		Filled in by the Head of Party or Requesting Party	
This vehicle will be used for official government business only. I have reviewed and complied with rules & regulations regarding the use of Government-Owned Vehicle.	Service Satisfaction <input type="checkbox"/> 11. Not Satisfied <input type="checkbox"/> 12. Slightly Satisfied <input type="checkbox"/> 13. Moderately Satisfied <input type="checkbox"/> 14. Very Satisfied <input type="checkbox"/> 15. Extremely Satisfied		Driver's OVER ALL RATING <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent
			Comments & Suggestions
	SIGNATURE OVER PRINTED NAME		Name and Signature