



## TRIP TICKET

Date Filed May 28, 2024 Trip Number : \_\_\_\_\_  
 Scheduled Travel : June 14, 2024 Destination : Babatngon Leyte  
 Date/s : \_\_\_\_\_  
 Departure Time : 8:00 A.M. Driver will report to : VSU, ARI Center  
 Purpose : To process PIC at Babatngon Leyte for Gratuitous permit application.

 Head of Party: Maria Rhoda A. Salas

Passengers	Department/Office/Center/Project	Contact Number(s)
Maria Rhoda A. Salas	Advanced Research Innovation Center	
Rizalie A. Caintic		
	Charged to: VSU IP 2021-13	

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

 Vehicle Type: \_\_\_\_\_  
 Vehicle Plate No.: \_\_\_\_\_

 Requesting party: JAMES A. PATINDOL  
 Director, ARI Center

Dispatched: \_\_\_\_\_ Recommended: \_\_\_\_\_ Approved: \_\_\_\_\_  
 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.	<b>Service Satisfaction</b> <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied		<b>Driver's OVER ALL RATING</b> <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
			<b>Comments &amp; Suggestions</b>
SIGNATURE OVER PRINTED NAME		Name and Signature	