



### TRIP TICKET

Date Filed : March 28, 2022  
 Scheduled Travel Date/s : April 2, 2022  
 Departure Time : 8:00am(pick up)  
 : 4:00pm(send home)  
 Purpose : Pick up BUWA members to Attend Strategic Planning to VSU.  
 Head of Party: BRYAN R. GAPASIN(09504142556)  
 Trip Number : \_\_\_\_\_  
 Destination : \_\_\_\_\_  
 Driver will report to : \_\_\_\_\_

Passengers	Department/Office/Center/Project	Contact Number(s)
1. ANAMELLE M. BANTACULO	BUWA	
2. JULIET B. AVILA	BUWA	
3. MA. TERESA N. JACA	BUWA	
4. RADIZA E. NAYRE	BUWA	
5. KATHERINE L. ROSAL	BUWA	
6. FILIPINA R. EJADA	BUWA	
7. JUDITH L. SURINGA	BUWA	
8. MHELISOL S. LLOVERAS	BUWA	
9. DOLORES E. CASTAÑAS	BUWA	
10. JOLITA R. MORALES	BUWA	

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

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

Requesting party: \_\_\_\_\_

(Position)

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