



TRIP TICKET

Date Filed : August 15, 2023
 Scheduled Travel : Aug. 16, 2023 &
 Date/s : August 20, 2023
 Departure Time : 6:00 pm & 2:30am
 Purpose : To conduct & fetch passengers bound for Cebu & vice versa
 Head of Party: NICK FREDDY R. BELLO

Trip Number :
 Destination : VSU TO BAYBAY PIER &
 BAYBAY PIER TO VSU
 Driver will report to : PPO

Passengers	Department/Office/Center/Project	Contact Number(s)
1. NICK FREDDY R. BELLO	ACCOUNTING OFFICE	09292255015
2. WILMA V. NAPIERE	ACCOUNTING OFFICE	09289233747
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: _____
 Vehicle Plate No.: _____

Requesting party: **Wilma V. Napiere**
 Admin. Asst. II

Dispatched: **AMIEL R. ARMADA**
 Maintenance in Charge

Recommended: **MARLON G. BURLAS**
 Motor Pool Services Head

Approved: **MARIO LILIO P. VALENZONA**
 (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	<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		Driver's OVER ALL RATING
	<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		<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	