



TRIP TICKET

Date Filed: June 16, 2025 Trip Number: _____
 Scheduled Travel: July 1, 2025 Destination: In campus trips-LGU Baybay
 Date/s: July 2, 2025 Driver will report: Hindang, Inopacan
 Departure Time: 9-12nn ; 2-5pm to: ISRDS/Apartelle
 Purpose: July 1 in campus trips (ISRDS & OP) then LGU-Baybay in the afternoon. In July 2, visit Hindang LGU & HNPC then LGU-Inopacan.
 Head of Party: LB Nuñez

Passengers	Department/Office/Center/Project	Contact Number(s)
1. LBNuñez		
2. Melodina P. Edullantes		
3. Elia Maury C. Jadina		
4. UPLB-BIDANI visitors		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: _____
 Vehicle Plate No.: _____

Requesting party: LILIAN B. NUÑEZ

Director

Dispatched:
MARVIN M. LAO

Recommended:
AMIEL R. ARMADA

Approved:
MARLON G. BURLAS

Maintenance in Charge

Head

Motor Pool Services

(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?

☐ Yes

☐ No

Was there any purchased of fuel/lubricant outside VSU Campus?

☐ Yes (Specify)

☐ No

Was the vehicle involved in accident or damaged while in your custody?

☐ Yes (Specify)

☐ No

Was the vehicle used other than official government business?

☐ Yes (Specify)

☐ 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

- ☐ 1. Not Satisfied
☐ 2. Slightly Satisfied
☐ 3. Moderately Satisfied
☐ 4. Very Satisfied
☐ 5. Extremely Satisfied

Driver's OVER ALL RATING

- ☐ 1. - Poor ☐ 2. - Fair
☐ 3. - Good ☐ 4. - Very Good
☐ 5. - Excellent

Comments & Suggestions

SIGNATURE OVER PRINTED NAME

Name and Signature