



TRIP TICKET

Date Filed: April 28, 2022 Trip Number: _____
 Scheduled Travel Date/s: April 30 May 1, 2022 Destination: Brgy. Marcos Baybay, Leyte
 Departure Time: 09:00AM Driver will report to: Mangaoang Cottage
 Purpose: Hauling of Household materials in Mangaoang Cottage

Head of Party: **Edgardo Aborido**

Passengers	Department/Office/Center/Project	Contact Number(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

Vehicle Type: RCCRDC Tractor Kubota

Vehicle Plate No.: _____

Requesting party:

EDUARDO O. MANGAOANG

Professor, Director, Project leader

Dispatched by:

MARLON G. BURLAS

Motor Pool Services Head

Approved by:

EDUARDO O. MANGAOANG

(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 <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		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