



TRIP TICKET

Date Filed: January 25, 2023
Scheduled Travel: Jan. 26, 2023 (A.M.) to Jan. 27, 2023 (A.M.)
Departure Time: 8:00 A.M.
Driver will report to: VSU Apartelle
Purpose: To fetch and conduct Dr. June Bryan de la Peña from VSU Apartelle to ARI Center and CVM.
Head of Party: Dr. June Bryan de la Peña

Passengers	Department/Office/Center/Project	Contact Number(s)
Dr. June Bryan de la Peña	Office of the President	

Vehicle Type: _____
Vehicle Plate No.: _____
Requesting party: **MA. THERESA P. LORETO**
Director, ARI Center
Approved: _____
Recommended: _____
Dispatched: _____

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 passengers following the call time & location?	☐ Yes ☐ No	Was there any purchased of fuel/lubricant outside VSU Campus? (Specify)	☐ Yes ☐ 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
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Driver's Name & Signature		Service Satisfaction		Driver's OVER ALL RATING	
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.		☐ 1. Not Satisfied ☐ 2. Slightly Satisfied ☐ 3. Moderately Satisfied ☐ 4. Very Satisfied ☐ 5. Extremely Satisfied		☐ 1. - Poor ☐ 2. - Fair ☐ 3. - Good ☐ 4. - Very Good ☐ 5. - Excellent	
Comments & Suggestions					
Name and Signature					
SIGNATURE OVER PRINTED NAME					