



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

18 June 2003

MEMORANDUM CIRCULAR NO. 27

Series of 2003

T O: All Office Heads, Deans, Directors and Drivers

R E: New Trip Ticket Form


To save on paper and filing space, effective immediately, please use the new trip ticket form which is to be printed on long size bond paper with 2 trip tickets/sheet. In processing trip ticket, only 4 copies should be prepared to be distributed as follows:

1 copy	-	office file
1 copy	-	PPO
1 copy	-	LSU gasoline depot
1 copy	-	driver

Guard Post No. 1 shall only record the vehicle dispatched and destination on its logbook instead of retaining a copy.

Old forms can still be used until they are consumed. Office clerks are encouraged to encode the form in their computers and print this in used paper with one clear side.

Let us try to economize not only on paper and ink but also on time.


PACIENCIA P. MILAN
President

cc: LSU Drivers
PPO
LSU Gasoline Depot
Security Office
Guard Post No. 1

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

TRIP TICKET

No. _____
Date _____

TIME & DATE NEEDED:		DESTINATION:	
PURPOSE:			
HEAD OF PARTY:		DRIVER WILL REPORT TO:	
PASSENGERS	AMOUNT CHARGED	DEPT./OFFICE/CENTER/PROJECT	
TYPE OF VEHICLE TO BE RELEASED		REQUESTING PARTY:	
FLORENCIO MACARIOLA Dispatcher			
INSPECTED VEHICLE IN GOOD RUNNING CONDITION AND ROAD WORTHY		APPROVED:	
Driver		PACIENCIA P. MILAN President/Representative	
TO BE ACCOMPLISHED BY THE DRIVER:			
Time of Departure		AM/PM	20
Arrival at LSU		AM/PM	20
Approximate distance traveled in Km.		Speedometer Reading	
GASOLINE ISSUED/PURCHASED AND CONSUMED:		LUBRICANT, ETC. ISSUED/PURCHASED:	
REMARKS:			
I HEREBY CERTIFY to the correctness of the above statement of record of travel			
Driver			
I HEREBY CERTIFY that I used this vehicle on official business as stated above			
Head of Party			

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