Republic of the Philippines

Province of Negros Oriental

City of Bayawan

**CITY GENERAL SERVICES OFFICE**

 Trip Ticket No.

DATE

1. **To be filled by the Administrative Official authorizing Official travel:**
2. Name of Driver of the vehicle
3. Government car to be used, Plate No.
4. Name of Authorized passenger
5. Place or places to be visited/Inspected
6. Purpose
7. Date of Travel

 **Chief of Bureau or Office or his**

 **Duly authorized representative**

1. **To be filled by the driver:**
2. Time of departure from office/garage A.M./P.M.
3. Time of Arrival at (per no. 4 above) A.M./P.M.
4. Time of departure from (per no. 4) A.M./P.M.
5. Time of arrival back to office/garage A.M./P.M.
6. Approximate distance travelled (to & from) kms.
7. Gasoline issued, purchase & consumed:
	1. Balance in tank liters
	2. Issued by office from stock liters
	3. Add-purchased during trip liters

TOTAL: liters

* 1. Deduct: Used during the trip (to & from) liters
	2. Balance in tank at the end of trip liters
1. Gear oil used liters
2. Lubricant oil issued liters
3. Grease issued liters
4. Speedometer reading, if any:

At beginning of trip miles/kms.

At end of trip miles/kms.

Distance travelled (per 5 above) miles/kms.

1. Remarks:

I hereby certify to the correctness of the above statement of record of travel.

 **DRIVER**