

	Republic of the Philippines <b>BULACAN AGRICULTURAL STATE COLLEGE</b> Pinaod, San Ildefonso, Bulacan 3010	Document No.: BASC-GEN-QSF-09
	<b>VEHICLE TRIP TICKET</b>	Rev. No.: 00 Effectivity Date: 08/01/2019

Instruction:	1. Fill in duplicate. 2. Original to the Driver to be returned upon completion. 3. Duplicate to the Administrative Service for returned control.
DATE:	Vehicle Plate No.
DRIVER:	Invoice/O.R. No.
Authorized Passengers:	
Purpose of Travel:	
Destination/s:	

Authorized by:

**JAMESON H. TAN, Ed.D.**  
SUC President III

DRIVER'S REPORT				
Trip No.	DEPARTURE		ARRIVAL	
	TIME	PLACE	TIME	PLACE
1				
2				
3				
4				
5				
Gasoline/Crude Used	Balance in tank	Lts.	Total kms travelled	Kms.
	Issued from stock	Lts.	Gear oil used	Lts.
	Total	Lts.	Lubricant oil used	Lts.
	Gasoline/Crude used	Lts.	Grease issued/used	Lts.
	Balance in tank	Lts.	Break fluid	Lts.
	Other			

Prepared by:

\_\_\_\_\_  
Driver  
(Signature Over Printed Name)

### CERTIFICATION OF PASSENGER

I HEREBY CERTIFY that the vehicle was used on Official Business/Official Time as stated above.

\_\_\_\_\_  
Name in Print & Signature

\_\_\_\_\_  
Name in Print & Signature

Tracking No.: \_\_\_\_\_