



UP MINDANAO

OFFICE OF THE VICE CHANCELLOR
FOR ADMINISTRATION

Address: Administration Building, Mintal,
Tugbok District, 8221 Davao City
Telefax: 063-082-2930258
Email: ovca.upmindanao@up.edu.ph

Unit Department

No. _____
Date of Travel: _____
Time Needed: _____
Report to: _____

DRIVER'S TRIP TICKET

To be filled up by the Administrative Official Authorizing Official Travel:

1. Name of Driver of the Vehicle: _____
 2. Government Car to be Used: Plate Number: _____
 3. Place(s) to be visited/Inspected: _____
 4. Purpose(s): _____
 5. Name(s) of Authorized Passenger(s):
 Head of Party: _____
 Passenger(s): _____
- _____
Head of Party/Passenger
6. Source of Fund: _____

7. REQUESTED BY: _____

APPROVED FOR THE USE OF VEHICLE:

Asst. Prof. LEO MANUEL B. ESTAÑA
Vice-Chancellor for Administration

To be filled up by the Driver:

1. Time of Departure from Office/Garage: _____ A.M./P.M.
2. Time of Arrival at (per No. 3 above): _____ A.M./P.M.
3. Time of Departure from (per No. 3): _____ A.M./P.M.
4. Time of Arrival back to Office/Garage: _____ A.M./P.M.
5. Approximate Distance Traveled: _____
6. Gasoline Issued, Purchased and Consumed:
 - a. Balance in tank: _____ liters
 - b. Issued by from Stock: _____ liters
 - c. Add-Purchased During Trip: _____
 - TOTAL _____
 - d. Deduct-Used During the trip (to and from) _____ liters
 - e. Balance in Tank at the End of the trip: _____ liters
7. Gear Oil Issued: _____ liters
8. Lubrication Oil Issued: _____ liters
9. Grease Issued: _____ liters
10. Speedometer Readings, if any:
 - _____ liters
 - At beginning of trip: _____ miles/km.
 - At end of trip: _____ miles/km.

11. REMARKS _____

I HEREBY CERTIFY to the correctness of the above statements of record of travel

Driver

I HEREBY CERTIFY that I used this car on official business as stated above

DATE

PASSENGER