



REPUBLIC OF THE PHILIPPINES
NATIONAL POWER CORPORATION

REVISED VEHICLE TRIP TICKET FORM

TRIP TICKET NO.:

PART A. TRAVEL AUTHORIZATION (To be filled out by Requisitioner)

DATE PREPARED:		DURATION OF TRIP:	
PURPOSE(S):			
DESTINATION(S) (Please Specify)	1.		
	2.		
	3.		
ETD	DATE:	TIME:	PLACE: Iligan City
ETA	DATE:	TIME:	
AUTHORIZED PASSENGER/S: (Complete Names and Designation) (Use separate sheet if necessary)	1.		
	2.		
	3.		
	4.		
	5.		
COST CENTER NAME:		COST CENTER NO.:	TEL./LOCAL:
REQUESTED BY: F. S. HEYRANA CSO-B, OPD-OM		APPROVED BY: D. B. ESMAD, JR. Department Manager, OPD	

PART B. VEHICLE & FUEL ALLOCATION (To be filled out by Transportation Officer A/Vehicle Dispatcher:

DRIVERS NAME:	AUTHORIZED WITHDRAWAL: H.O. GASOLINE STATION _____ LITERS R. A. S. SALAZAR Transportation Officer A/Vehicle Dispatcher
PLATE NO. / MV NO.	
ADNV NO.: EXPIRY DATE:	
STD. MILEAGE (kms/liters):	
TANK CAPACITY:	

PART C. DRIVERS TRIP REPORT (To be filled out by the Driver-Mechanic before and after the trip)

DEPARTURE		ARRIVAL		ODOMETER READING		DISTANCE TRAVELLED (KMS)
PLACE	TIME	PLACE	TIME	INITIAL	FINAL	
TOTAL DISTANCE TRAVELLED =						

PART D. CERTIFICATION ON USE OF VEHICLE

I/We hereby certify that the vehicle was used on official business as stated on Part A.

Signature of Driver-Mechanic

Signature over Printed Name/s of Passenger/s

PART E. PASSENGERS NOT LISTED IN PART A (To be filled out by the Driver-Mechanic)

NAME OF PASSENGER/S	SIGNATURE
1.	
2.	
3.	
4.	
5.	

(Continuation of Part D at the back of this page)

See notes/instructions at the back for guidance.