



Republic of the Philippines  
**QUIRINO STATE UNIVERSITY**  
Diffun, Quirino



Trip Ticket No.: \_\_\_\_\_

**DRIVER'S TICKET**

A. To be filled out by the General Services Unit (GSU) personnel:

1. Name of driver of the vehicle: \_\_\_\_\_
2. Government car to be used & Plate No.: \_\_\_\_\_
3. Name of authorized passenger(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Place or places to be visited/inspected: \_\_\_\_\_  
\_\_\_\_\_
5. Purpose: \_\_\_\_\_  
\_\_\_\_\_
6. Travel Date: \_\_\_\_\_ Travel Time: \_\_\_\_\_ ☐ AM ☐ PM

**FLORIGOLD V. SALDAEN, PhD**

VP for Administration and Finance

B. To be filled out by the Driver:

1. Time of departure from the main gate \_\_\_\_\_ A.M./P.M.
2. Time of arrival at (Item A.4.) \_\_\_\_\_ A.M./P.M.
3. Time of departure from (Item A.4.) \_\_\_\_\_ A.M./P.M.
4. Time of arrival back to the main gate \_\_\_\_\_ A.M./P.M.
5. Approximate distance traveled (to and from) \_\_\_\_\_ Kilometers
6. Fuel issued, purchased and consumed:

a. Balance in tank before the trip \_\_\_\_\_ Liters

b. Issued by office from stock \_\_\_\_\_ Liters

c. Add-Purchased during trip \_\_\_\_\_ Liters

d. TOTAL (a+b+c) \_\_\_\_\_ Liters

e. Total Fuel Used \_\_\_\_\_ Liters

f. Balance in tank after the trip \_\_\_\_\_ Liters
7. Gear Oil Issued \_\_\_\_\_ Liters
8. Lube Oil Issued \_\_\_\_\_ Liters
9. Grease Issued \_\_\_\_\_ Liters
10. Odometer reading, if any:

a. At the beginning of trip \_\_\_\_\_ Kilometers

b. At the end of trip \_\_\_\_\_ Kilometers

c. Actual distance travelled (b-a) \_\_\_\_\_ Kilometers
11. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of Driver

I hereby certify that I/We used this car on official business as stated above.

Name and Signature of Passenger	Date	Name and Signature of Passenger	Date

To be filled out by the Guard-On-Duty at the main gate:

Departure at the main gate			Arrival at the main gate		
Date	Time	Name and Signature of Guard	Date	Time	Name and Signature of Guard