

DATE:

DESTINATION:		REQUESTOR	John Doe
PURPOSE:	Official Business	SUBMITTED:	

DEPARTURE	ARRIVAL	AUTHORIZED PASSENGERS
DATE:	DATE:	
TIME:	TIME:	
OTHER REMARKS		

REQUESTED BY:
SIGNATURE OVERPRINTED NAME

ENDORSED

AUTHORIZED DRIVER	
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VEHICLE:			
PLATE No:		FUEL:	

DESTINATION			ORIGIN			DISTANCE
PLACE	TIME	ODOMETER(X)	PLACE	TIME	ODOMETER(Y)	(X-Y)

NAME AND SIGNATURE OF AUTHORIZED PASSENGERS	REFUEL		TOLL	
<i>I hereby certify that the vehicle issued was for official travel business as stated above by the Division Personnel</i>				

I hereby certify that the vehicle was used on official activities, and to the correctness of the above statement record of travel

VERIFIED BY:			APPROVED:
EXIT TIME:	ENTRY TIME:		RONNIE B. YOHAN Administrative Officer V
Guard on Duty		Driver	

