

DATE:

DESTINATION:

REQUESTOR:

PURPOSE:

SUBMITTED:

DEPARTURE

ARRIVAL

AUTHORIZED PASSENGERS

DATE:

DATE:

TIME:

TIME:

OTHER REMARKS:

REQUESTED BY:

SIGNATURE OVER PRINTED NAME OF REQUESTOR

AUTHORIZED
DRIVERS:

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 hereby certify that the vehicle issued was for official travel business
as stated above by the Division Personnel*

GAS STATION:

CASH

RFID

INVOICE NO.:

EXPRESSWAY:

NO. OF
LITERS:

ENTRY:

PRICE/LITER:

EXIT:

TOTAL:

AMOUNT/WAY:

TOTAL:

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

VERIFIED BY:

APPROVED:

EXIT TIME:

ENTRY TIME:

Guard on Duty

Driver

HOMER N. MENDOZA

Schools Division Superintendent