<div align="center">UNIVERSITY OF SAN JOSE-RECOLETOS

CEBU CITY</div>

<div align="right">Date Filed: ${date}</div>

<div align="center">RESERVATION SLIP</div>

For the Use of: ${Car or School Bus}

Date of Travel: ${Date of Travel}

Departure: ${Departure Time}

Estimated Time of Return Trip: ${Estimated Return Time}

Destination: ${Destination}

Purpose: ${Body}

Requested By:

${Sender}

NOTED:	APPROVED:
${College Dean}	${Property Administrator}
${College Dean-Name}	${Property Administrator-Name}
${College Dean-Position}	${Property Administrator-Position}