UNIVERSITY OF SAN JOSE-RECOLETOS

CEBU CITY

Date Filed: ${date}

RESERVATION SLIP

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