


TRIP TICKET

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 <small>Republic of the Philippines Department of Transportation</small>	Civil Service Commission	OFAM - General Services Division				Date of Trip:			
	IBP Road, Const. Hills, Quezon City		Vehicle:				Trip Ticket No:		
Form Version: TT-01-01-21	TIME (Use regular time format only)	ODOMETER READING	GUARD ON DUTY (Print Name)	NAME OF PASSENGERS /SIGNATURE (Passenger please affix signature to acknowledge travel)		DESTINATION: Single _____ Multiple _____ (Please check)		ARRIVAL	TIME DEPARTURE / DESTINATION
					Name	Signature			
OUT							1.)		
	IN						2.)		
Instructions to drivers: 1). Ensure that the TT is signed by the passenger/s. 2). Administer the feedback form to passengers, and 3). Always keep a copy of the accomplished TT for your personal file.									
Reason of Vehicle Use:									
Remarks:									
PROCURED ITEMS / SERVICES						CESAR C. SEBASTIAN			
	Number of Unit	Price/Unit	Total Price			Assigned Dispatcher:			
Fuel (G /D)	/ Liters					AUTHORIZATION			
Oil / Lubricant									
Car Wash /others									
ODOMETER				Assigned Driver - Printed Name / Signature					
NOTE: Passengers with TA shall be deducted according to no. of hours of use. Minimum use of UV is equivalent to 4-hrs rate of TA. At least 15min in excess of the 4-hrs of use is counted as another 4 hours. Total deduction shall not be more than the rate of TA per day. Rate of TA per day is equivalent to 1month rate of TA divided by 22 days.						ESCARLET G. CONDE			
						CHIEF-GSD			
						Date:			