

Control No.: \_\_\_\_\_

Date: \_\_\_\_\_

**DRIVER'S TICKET (Outside Tacloban/Palo)**

**A. To be filled by the Administrative Official Authorizing Official Travel:**

- |  |                             |
|--|-----------------------------|
| 1. Name of driver of the vehicle           | RENATO A. BALMONTE          |
| 2. Government car to be used, Plate No.    | _____                       |
| 3. Name of authorized passenger            | _____                       |
| 4. Place or places to be visited/inspected | Tacloban City               |
| 5. Purpose                                 | To process bank transaction |
| 6. Date and Time of Travel                 | 14-May-24                   |

**B. To be filled by the Driver:**

- |  |       |           |
|--|-------|-----------|
| 1. Time of departure from Office/garage        | _____ | A.M./P.M. |
| 2. Time of arrival at (per No. 4 above)        | _____ | A.M./P.M. |
| 3. Time of departure from (per No. 4)          | _____ | A.M./P.M. |
| 4. Time of arrival back to office/garage       | _____ | A.M./P.M. |
| 5. Approximate distance traveled (to and from) | _____ | A.M./P.M. |
| 6. Gasoline issued, purchased and consumed:    |       |           |
| a. Balance in tank                             | _____ | liters    |
| b. Issued by office from stock                 | _____ | liters    |
| c. Add-Purchased during trip                   | _____ | liters    |
| T O T A L                                      | _____ | liters    |
| d. Used during the trip(to & from)             | _____ | liters    |
| e. Balance at the end of the trip              | _____ | liters    |
| 7. Gear oil issued                             | _____ | liters    |
| 8. Lub. Oil issued                             | _____ | liters    |
| 9. Grease issued                               | _____ | liters    |
| 10. Speedometer readings, if any:              |       |           |
| At beginning of trip                           | _____ | miles/km  |
| At end of trip                                 | _____ | miles/km  |
| Distance travelled (per 5 above)               | _____ | miles/km  |

11. Remarks: \_\_\_\_\_

I hereby certify to the correctness of the above statement of record of travel.

**RENATO A. BALMONTE**

Driver

I hereby certify that I used this car on official business as stated above.

Signature of Passenger:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested by:**

**MARY JOYCE C. ESTUDILLO**  
Administrative Assistant II/ORD Secretary

**Approved by:**

**MAY CATHERINE A. JAO**  
CAO, FAD