Republic of the Philippines
IFUGAO STATE UNIVERSITY (IFSU)
Main Campus, Lamut, Ifugao

DRIVER'S TRIP TICKET

Trip Ticket No. _____ Vehicle Plate No. _____ Date Prepared: _____

Destination/s: _____

Authorized Driver/s: Authorized Passenger/s:

_____ _____ _____
_____ _____ _____

Prepared by: Authorized by:

_____ SERAFIN L. NGOHAYON, Ph, D.
Chief Motor Pool University President

Date	TIME OF		PLACE OF		Speedo-meter	Actual Approx.km. of Travel	Remarks
	Departure	Arrival	Departure	Arrival			
TOTAL KILOMETERS TRAVELLED							

GASOLINE USED:
1.Balance in tank._____
2. Issuance from stock.:_____
3. Add: Purchase during trips: _____
4. Total: _____
5. Less: used during trips: _____ _____
6. End trip balance: _____ _____

R.I. No. _____
O.R. No. _____
O.R. No. _____
O.R. No. _____
Lid. Oil _____
Break fluid _____
Grease _____

Date: _____

Gear Oil #: _____
Flashing Oil: _____
Distilled Water: _____

I/we hereby certify to the correctness of the above statement of records of travel.

_____ _____
_____
_____ _____
_____

TO BE FILLED UP BY THE GUARD ON DUTY AT THE MAIN GATE:

Date	Time Out	Signature of Guard		Date	Time in	Signature of Guard	