Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City

Appendix A

DRIVER'S TRIP TICKET No. 011607

Date: _____

A. To be filled by the Driver:

1 **Name of Driver of the vehicle** _____

2 **Gov't car to be used, Plate No.** _____ **T RF No.** _____

3 **Purpose** _____

_____

4 **Overtime Activity (Night Shift)**
(After 5:00 PM) _____ _____ _____

_____ **DMA** **JLS**

Authorized Signature

Requested By:	**Recommended By:**	**Approved By:**
_____	**JON LOUIE A. SANCHEZ**	**JEREMIAS P. ABAN JR.**
Division Manager A	**Admin/Gen. Services Chief B.**	**Division Manager A**
Signature Over Printed Name	**AGS&SMD**	**AGS&SMD**

B. To be filled by the Driver:	**A.M. TRIP**	**Authorized Signature**	**P.M. 1st trip**	**Authorized Signature**
1 **Time of departure from Office/ Garage**	_____	_____	_____	_____
2 **Time of arrival back to Office/Garage**	_____	_____	_____	_____

3 **Gasoline issued, purchase and consumed:**

a. **Balance in tank**	_____	**liters**
b. **Add - purchased during trip**	_____	**liters**
TOTAL . . .	_____	**liters**
c. **Deduct: Used during the trip (to and from)**	_____	**liters**
d. **Balance in tank at the end of trip**	_____	**liters**

4 **Speedometer readings, if any:**

At beginning of trip	_____	**kms.**
At end of trip	_____	**kms.**
Distance travelled / DIVISOR _____ **km/liters**	_____	**kms.**

5 **Remarks :** _____

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

_____
Driver

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

Name?Signature of Passenger's

Name	**Date**	**Name**	**Date**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Details of Itinerary

AM				PM			
Destination		Time		Destination		Time	
From	To	From	To	From	To	From	To