



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND LINKAGES

March 31, 2022

Office Advisory No. 025
Series of 2022

TO : ALL UNIVERSITY OFFICIALS AND CAMPUS EXECUTIVE DIRECTORS

ATTENTION: UNIVERSITY/ CAMPUS DRIVERS
SECURITY PERSONNEL

SUBJECT : REVISED TRIP TICKET FOR VEHICLE SERVICES

1. Please be advised to follow and utilized the duly approved revised 'Vehicle Trip Ticket' for official travels. In compliance with the Energy Conservation Policy of the University anchored on the **RA No. 11285** otherwise known as the "*Energy Efficiency and Conservation Act*", the Fuel Consumption Reading (Odometer) before and after the trip should be indicated in the form. Such reading shall be checked by the Security Personnel on duty before the departure and during the arrival of the vehicle to be used. All the required details should be provided in the form before the final approval of the University President for the Main Campus and Campus Executive Director for the Campuses (except Lingayen Campus). Please see attached Vehicle Trip Ticket form for reference.
2. As part of our compliance to Quality Management System for vehicle services, University / Campus Drivers are advised to attach the Authority to Travel of both driver/s and passenger/s.
3. For your information and compliance.


ELBERT M. GALAS, DIT
Vice President, Administration and Linkages

Noted: 

DEXTER R. BUTED, DBA
University President



VEHICLE TRIP TICKET

PANGASINAN STATE UNIVERSITY
Main Campus

TRIP TICKET NO. : _____ - 20____

Fill this form completely in duplicate. Driver must return original copy upon accomplishment. A photocopy must be submitted to the GSO Unit for record management.

DATE OF TRAVEL : _____ VEHICLE PLATE NUMBER : _____

DESTINATION : _____

DRIVER/S : 1. _____ 2. _____

PURPOSE: _____

AUTHORIZED PASSENGER/S:

- | | | |
|----------|-----------|-----------|
| 1. _____ | 8. _____ | 16. _____ |
| 2. _____ | 9. _____ | 17. _____ |
| 3. _____ | 10. _____ | 18. _____ |
| 4. _____ | 11. _____ | 19. _____ |
| 5. _____ | 12. _____ | 20. _____ |
| 6. _____ | 13. _____ | 21. _____ |
| 7. _____ | 14. _____ | 22. _____ |

AUTHORIZED BY :

DR. DEXTER R. BUTED
University President

Date: _____

TRIP DETAILS

DEPARTURE (Before departure, this must be checked and signed by the Security Personnel on-duty)					Checked by : _____ Signature over Printed Guard on Duty
Date	Time	Place	Odometer Reading	Fuel Volume	
ARRIVAL (After the travel, this must be checked and signed by the Security Personnel on-duty)					Checked by: _____ Signature over Printed Guard on Duty
Date	Time	Place	Odometer Reading	Fuel Volume	

AUTHORIZED DRIVER/S :

Name and Signature of Driver

Name and Signature of Driver

*I/We hereby certify that the vehicle was used on official business as stated above.
Name and Signature of Passenger/s (in order as it is listed above)*

- | | | |
|----------|-----------|-----------|
| 1. _____ | 9. _____ | 17. _____ |
| 2. _____ | 10. _____ | 18. _____ |
| 3. _____ | 11. _____ | 19. _____ |
| 4. _____ | 12. _____ | 20. _____ |
| 5. _____ | 13. _____ | 21. _____ |
| 6. _____ | 14. _____ | 22. _____ |
| 7. _____ | 15. _____ | 23. _____ |
| 8. _____ | 16. _____ | 24. _____ |

APPROVED BY :

DR. DEXTER R. BUTED
University President

Date: _____



AUTHORITY TO TRAVEL

PANGASINAN STATE UNIVERSITY

DATE OF FILING :

This is to request permission to go on Official Trip as described hereunder with the approved purpose, activity or project.

NAME : _____ OFFICE / DEPARTMENT : _____ DESTINATION : _____ PURPOSE OF TRAVEL : _____	POSITION / DESIGNATION : _____ <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">DATE</th> <th style="width: 20%;">TIME</th> </tr> </thead> <tbody> <tr> <td>DEPARTURE</td> <td></td> <td></td> </tr> <tr> <td>ARRIVAL</td> <td></td> <td></td> </tr> </tbody> </table>		DATE	TIME	DEPARTURE			ARRIVAL		
	DATE	TIME								
DEPARTURE										
ARRIVAL										

Expenses incidental to this travel shall be charged against the local funds in accordance with Executive Order No. 248 and PSU Memorandum No. 01, s. 1996 subject to accounting and auditing rules and regulations.

 Signature over Printed Name of Requestor

 Signature over Printed Name of Supervisor / Division Head

The employee understands all the rules and regulation regarding utilization of budget for meals and/or transportation expenses and that the employee abides by administrative regulations, policies and procedures such as providing an itemized receipt. This authority to travel must be accompanied by certificate of appearance and/or necessary supporting documents as proof that the said travel has been completed.

APPROVED:

- Official Business
 Official Time

Date: _____



AUTHORITY TO TRAVEL

PANGASINAN STATE UNIVERSITY

DATE OF FILING :

ATT No. :

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