





Department of Veterans Affairs

<b>MOTOR VEHICLE TRIP TICKET</b>		U.S. GOV'T TAG NO.
<b>PART I - REQUESTING AND APPROVING OFFICES USE ONLY</b>		
REQUESTED BY ( <i>Organization or individual</i> )	USER'S NAME ( <i>Print or type</i> )	
OFFICIAL PURPOSE ( <i>See note on reverse side of form</i> )		
<b>PLANNED ITINERARY</b>		
<b>FROM<sup>1</sup></b>	<b>TO</b>	<b>EST. DURATION OF STOP</b>
<sup>1</sup> <i>First entry must be the place vehicle is to report.</i>		
REQUESTED FOR ( <i>Date and time</i> )	RETURN PICK-UP ( <i>Date and time</i> )	
REQUESTING OFFICIAL ( <i>Signature</i> )	APPROVED BY ( <i>Signature</i> )	
<b>PART II - DISPATCHER, DRIVER, AND USER</b>		
<b>TRIP OR LOAD RECORD</b>	<b>PASS. OR WT.</b>	<b>SPEEDOMETER READING</b>
FROM -		
TO -		
TO -		
TO -		
TO -		
TO -		
TO -		
TO -		
TO -		
TO -		
<b>TIME</b>	<b>DATE</b>	<b>SPEEDOMETER READING</b>
IN	IN	IN
OUT	OUT	OUT
TOTAL TIME OF TRIP	TOTAL MILES DRIVEN ON TRIP	
HOURS                      MINUTES		
CERTIFICATION: This motor vehicle has been used for the official purpose stated above. ( <i>See note on reverse side of form.</i> )	CERTIFICATION: I have reported all services and supplies procured from commercial facilities, performed the preventive maintenance services listed, and reported any accident.	
SIGNATURE OF USERS	SIGNATURE OF DRIVER	

**PART II - DISPATCHER, DRIVER, AND USER (Continued)**

**SERVICES AND SUPPLIES PROCURED FROM COMMERCIAL FACILITIES**

ITEM	UNIT	QUANTITY	COST	
			UNIT	TOTAL

**PREVENTIVE MAINTENANCE SERVICES** (Indicate condition of items listed below  
by S - satisfactory, or U - unsatisfactory.)

	FUEL		BRAKES		ENGINE CONTROLS
	CRANKCASE OIL		CLUTCH		FENDERS AND BODY
	WATER		STANDARD FORM 91. OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT		TIRES
	LEAKS - GENERAL		WINDSHIELD WIPERS		VEHICLE LOAD
	INSTRUMENTS		GLASS		TOOLS AND EQUIPMENT
	HORN		LIGHTS AND REFLECTORS		

REMARKS (Explain unsatisfactory condition of items marked "U" above; describe any other defects noted while performing "before - operation," "during - operation," and "after - operation" services; and in event of accident, make reference to attached Standard Form 91.)

NOTE: Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned passenger motor vehicle . . . for other than official purposes . . . shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.