



## TAITA TAVETA UNIVERSITY

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**Transport Department**

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### TRIP TICKET FORM

VEHICLE REG NO.....WORKTICKET No. ....

DESTINATION:.....

DEPARTMENT.....

MILEAGE OUT.....

MILEAGE IN.....

TOTALKMCOVERED.....

#### **EVENTS LOG**

DATE	ODEOMETER	EVENT

#### **DEFFECTS / DAMAGE REPORT OF VEHICLE**

**NOTES:** 1. Record all events as they occur during the trip

2. At the end of the trip, lock all doors and roll up or slide all window

