



## REQUEST FOR DRIVER / TRANSPORTATION FACILITY

TRIPPING       SITE ORIENTATION       OTHERS, please specify \_\_\_\_\_

ITINERARY      1<sup>st</sup> Stop \_\_\_\_\_  
                         2<sup>nd</sup> Stop \_\_\_\_\_  
                         3<sup>rd</sup> Stop \_\_\_\_\_  
                         4<sup>th</sup> Stop \_\_\_\_\_  
                         5<sup>th</sup> Stop \_\_\_\_\_

Special Directions to Driver \_\_\_\_\_

Date of Activity : \_\_\_\_\_

Assembly Point : \_\_\_\_\_ Assembly Time: \_\_\_\_\_ to \_\_\_\_\_

Actual Departure Time: \_\_\_\_\_

Actual Arrival Time (Office) : \_\_\_\_\_

Participants :      1. \_\_\_\_\_      6. \_\_\_\_\_  
                         2. \_\_\_\_\_      7. \_\_\_\_\_  
                         3. \_\_\_\_\_      8. \_\_\_\_\_  
                         4. \_\_\_\_\_      9. \_\_\_\_\_  
                         5. \_\_\_\_\_      10. \_\_\_\_\_

*The requesting parties hereby acknowledge that approval of this request is subject to the availability of the vehicle and driver. Furthermore, all requests, even if already approved, may be cancelled or revoked by the company if more urgent activities would require priority as may be determined by the President or his designate. However, no cancellation of a previously approved request shall be done unless at least 48-hour notice is given to the requesting party of such cancellation. Notwithstanding the fact that this planned trip is officially supported by SLLI Global Marketing, Inc., the requesting parties are aware that the company may not be held liable for any untoward incident that may arise during the conduct of the activity.*

**DRIVER'S REMARKS :**

Requested by:

Recommending Approval

Approved by

Printed Name & Signature  
of Requesting Agent

Printed Name & Signature  
of Senior Vice President  
(or digital approval)

**RYAN PABILICO**  
Training & Technical  
Support Manager