

DE LA SALLE UNIVERSITY – DASMARIÑAS
Dasmariñas, Cavite

VEHICLE RESERVATION

Purpose: _____

Date of Trip: _____ Vehicle: _____

User: _____ No. of Passenger: _____

Department: _____

TIME: _____

From: _____ To: _____

Starting Place: _____

Destination/s: _____

Reserved by: _____ Date: _____

Noted by: _____ Date: _____

Dean/Dept. Head

School vehicle Rent _____

Note:

1. *Any reservation will be cancelled in case of emergency or unforeseen reason such as absence of driver, car breakdown, clinic emergencies, etc. In case of such cancellation Reservation Office will contact the vehicle user.*
2. *Reservation is automatically cancelled if user cannot use the vehicle until 30 minutes from the scheduled departure trip.*
3. *No side trip is allowed.*