Office copy

TRIP SHEET

One sheet per trip, settled when the vehicle is back

Trip no.	Vehicle no. and type	Driver and licence no.	Driver's mobile
Route	Trip start	Trip end	Trip advance given

Route and loads

Date	From	To	LR no.	Consignor and goods	E-way bill no.	Load, MT	Odometer start	Odometer end	Km
								Total km	

Diesel

Date	Place and pump	Odometer	Litres	Rate, ₹	Amount, ₹	Paid by	Bill no.
			Total				

Trip expenses

Date	Expense	Place	Cash by driver, ₹	FASTag or company, ₹	Bill or receipt
		Total			

Trip result

Kilometres run	
Diesel filled, litres	
Mileage, km per litre	
Trip cost: diesel, cash and FASTag or company expenses, ₹	
Running cost per km, ₹	
Freight on this trip's LRs, ₹	
Trip surplus before driver salary, tyres, EMI and overheads, ₹	

Driver settlement

Trip advance given, ₹	
Diesel paid in cash by the driver, ₹	
Other expenses paid in cash by the driver, ₹	
Balance: positive, driver returns it; negative, pay the driver, ₹	

Driver

Transport supervisor

Accounts

Customer copy

DUTY SLIP

Car rental trip sheet, signed by the guest at release

Duty slip no.	Booking ref.	Customer
Guest	Vehicle type and no.	Driver
Package	Reporting address	Drop

Garage to garage

Date	Garage out	Reported	Released	Garage in	Opening km	Closing km	Km	Toll, ₹	Parking, ₹
						Total			

Bill

Package charge, ₹	
Extra km beyond the package	
Rate per extra km, ₹	
Extra hours beyond the package	
Rate per extra hour, ₹	
Driver allowance, ₹	
Night charge, ₹	
Taxable value, ₹	
GST, %	
GST, ₹	
Tolls and parking at actuals, ₹	
Amount payable, ₹	

Guest's confirmation
I confirm the times and kilometres above.

Guest's signature

Driver

Checked by (office)