Villavicencio, \_\_\_\_\_ de \_\_\_\_\_\_\_\_\_\_\_\_\_\_ de 20\_\_\_

Señor

**XXXXXXXXXXXXXXXXXXXX**

**Jefe División de Tesorería**

Apreciado señor:

Mediante la presente me permito legalizar el desplazamiento a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, el día \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, en el vehículo de Placa N.\_\_\_\_\_\_\_\_\_\_\_\_\_\_, con el fin de transportar a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VIATICOS CONDUCTOR: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GASTOS DEL VEHICULO**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DETALLE** | **VR. GIRO** |  | **GASTOS** |  | **REINTEGRO** |
| GAS |  |  |  |  |  |
| GASOLINA |  |  |  |  |  |
| A.C.P.M. |  |  |  |  |  |
| PEAJES |  |  |  |  |  |
| IMPREVISTOS |  |  |  |  |  |
| PARQUEADERO |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

Cordialmente,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOMBRE**

C.C. N°

CONDUCTOR MECÁNICO