Republic of the Philippines

City/Municipality of Aparri

Province of Cagayan

**BARANGAY AGUSI**

**OFFICE OF THE PUNONG BARANGAY**

**CERTIFICATE OF TRAVEL COMPLETED**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, 20\_\_\_

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

Punong Barangay

I certify that I have completed the travel authorized/ in Itinerary of Travel No. \_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, under conditions indicated below:

* Strictly in accordance with the approved itinerary.
* Cut short as explained below. Excess payment in the amount of P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, was refunded under OR. No. \_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_,
* Extended as explained below. Additional itinerary of travel was submitted.
* Other developments as explained below.

Explanation or justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Evidence of Ticket Travel

* Used Tickets
* Certificate of Appearance
* Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Respectfully submitted:

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

(Officer or Employee)

On evidence and information of which I have knowledge, the travel was undertaken.

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

(Immediate Supervisor)