T.O. _____
VOU. NO. _____
DATE: ____ 09-30-21

TRAVEL ORDER / ITINERARY OF TRAVEL AND PAYMENT ORDER

NAME	POSITION	DEPARTMENT	OFFICIAL STATION	RESIDENCE
JULIET P .GATMAITAN	Recreation & Sports Dev't. Officer	OPED	CIGC	Antipolo City

PURPOSE OF TRAVEL: *To assume duty as SDO at TIEZA-Cebu Field Office per Office Order # 097-2021*

DATE	PLACE TO BE VISITED (DESTINATION)	TIME TRAVEL		MEANS OF TRANSPORTATION	TRAVELLING ALLOWANCE
		DEPARTURE	ARRIVAL		
October 06, 2021	Manila - Cebu	10:00AM		Plane	1,800.00
				Swab Test	3,500.00
				Taxi Fare	250.00

T.O. Chargeable to: **Operations Department**	GRAND TOTAL:	Php	5,550.00

MEALS AND ACCOMMODATION	PLS. CHECK
Will avail meals and accommodation	
Will avail accommodation only	
Will avail meals only	
Will **NOT** avail meals and accommodation	✓

HOTEL ACCOMMODATION	FROM	TO

ACCOUNT NAME	CODE	DEBIT	CREDIT
Travelling Expense	751	5,550.00	
Petty Cash Fund	104		5,550.00

FUNDS AVAILABLE: Php 5,550.00

I CERTIFY THAT,

a) I have reviewed the foregoing itinerary, b) the travel is necessary to the service, c) the period covered is reasonable, d) the expenses are proper.

_____
Atty. MariaTeresa C. Alvarez
MANAGER - OPERATIONS DEPARTMENT

APPROVED:

_____
JETRO NICOLAS F. LOZADA
ACOO - ASSETS MANAGEMENT SECTOR

_____
AUDITOR

_____
EMILYN P. CABUDOC
Sr. Financial Planning Specialist

Received from **TIEZA** Cashier the amount of **Php** 5,550.00

REMARKS / COMMENTS:

_____
JULIET P. GATMAITAN
OFFICER / EMPLOYEE

CHECK NUMBER	DATE	AMOUNT	FARE BREAKDOWN:		AMOUNT
PAID IN	CASH	CHECK			

FINANCIAL SERVICES DEPARTMENT		
RECEIVED	FUNDED	RELEASED
DATE:	DATE:	DATE:
TIME:	TIME:	TIME:
NAME:	NAME:	NAME:
SIGN.:	SIGN.:	SIGN.:

TOTAL FARE:	Php	-
NOTE:		

6th & 7th Floors, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park
Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City 1302, Philippines
(+632) 8249-5900 to 79   www.tieza.gov.ph   @TIEZAofficial

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