

## Travel Arrangement for Joachem Trinidad

### Employee Information

Traveler Name: Joachem Trinidad  
Employee ID: PA7654  
Home Facility: Manila  
Mobile Number: 09123456789

### Hotel Accommodations

Hotel Name: Golden Peak  
Address: Gorordo Lahug, Cebu City  
Contact Number: 09224207483  
Duration of Stay: June 24 - June 26

### Flight Details

Airline: Cebu Pacific  
CX123 24June MANILA CEBU 0930 0830

### Car/Airport Transfers

Transfers: 24June - pickup from residence  
24June - MCIA pickup to hotel accomodation

### Others

Travel Requirements: Passport  
Notes:

Feel free to provide feedback for any concerns. Have a safe trip!