

## Travel Arrangement for Joachem Trinidad

### Employee Information

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

### Hotel Accommodations

1st Accommodation  
Hotel Name: Golden Peak  
Address: Gorordo Lahug, Cebu City  
Contact Number: 09224207483  
Duration of Stay: July 01 - July 03

### Flight Details

Airline: Cebu Pacific  
CX123 01July MANILA CEBU 1830 1630

### Car/Airport Transfers

Transfers: 01July - NAIA - HOTEL PICKUP  
01July - MCIA pickup to hotel accommodation

### Additional Information

50kg baggage

### Others

Travel Requirements: Passport  
Notes: Take care

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