# **Travel Arrangement for Roy Trinidad**

## **Employee Information**

Traveler Name: Roy Trinidad Employee ID: PA76542 Home Facility: Mandaue Mobile Number: 09224207483

### Hotel Accommodations

Hotel Name: Castle Peak
Address: Legazpi City
Contact Number: 09682848873
Duration of Stay: July 15 - July 17

## Flight Details

Airline: Cebu Pacific

CX123 15July CEBU LEGAZPI 0930 0830

## Car/Airport Transfers

Transfers: 15July - 5AM pickup from residence

15July - NAIA - Hotel Accomodation

#### Additional Information

baggage allowance of 20kgs

#### Others

Travel Requirements: Passport, e-Travel Registration

Notes: Register here:

https://etravel.gov.ph/

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