**TRAVEL ORDER**

January 24, 2024

Date

**MEMORANDUM TO:**

1. **{{ creator.myfullname }}**

*{{ creator.position\_title }}*

{%p for i, item in enumerate(row\_contents, 1) %}

1. **{{ item. full\_name}}**

*{{ item.position\_title }}*

{% if i == 6 %}

{% endif %}

{%p endfor %}

You are hereby directed to proceed to **{{ location }}** on **{{ date\_from }} – {{ date\_to }}** to **{{ purpose }}**.

You shall use land/air transportation and your travelling expenses shall be charged to any available funds, subject to usual accounting and auditing rules and regulations.