

REASON FOR TRAVEL:

☐ BMI EVENT
 ☐ TRAINING
 ☐ VISIT
 ☐ SPONSORSHIP
☐ EXTERNAL EVENT
 ☐ DEMO
 ☐ TROUBLESHOOTING
 ☐ OTHERS _____

ADMINISTRATIVE DEPARTMENT

TYPE OF BOOKING:

☐ NEW BOOKING
 ☐ REBOOKING
 ☐ CANCELLATION

REASON FOR REBOOKING OR CANCELLATION:

NAME OF TRAVELER	BIRTHDATE	DEPARTURE DATE & TIME	DESTINATION (FROM-TO)	AMOUNT	RETURN DATE & TIME	DESTINATION (FROM-TO)	AMOUNT	TOTAL AMOUNT
WITH LUGGAGE: <input type="checkbox"/> Y <input type="checkbox"/> N <small>Kg No.</small>				AMOUNT	<input type="checkbox"/> Y <input type="checkbox"/> N <small>Kg No.</small>	AMOUNT		
GRAND TOTAL								

REMARKS:

PREPARED BY	ENDORSED BY	APPROVED BY	BOOKED BY
Employee's Signature <i>(Signature over Printed Name)</i> DATE SIGNED:	Immediate Superior <i>(Signature over Printed Name)</i> DATE SIGNED:	KATHLEEN REYES, MHM, DBA Chief Operating Officer DATE SIGNED:	Executive Assistant DATE OF BOOKING: