

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: ☐ Y ☐ N Kls No.

☐ Y ☐ N Kls No.

GRAND TOTAL

REMARKS:

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