

Date:

Travel Order

No. _____
Series of 2024

AUTHORITY TO TRAVEL

The following staff is hereby authorized to travel on official business to

on the date/s and place/s that is/are indicated below, to wit;

NAME	DESIGNATION	OFFICIAL STATION	DATE/S	DESTINATION/S

Claims for traveling expenses shall not be allowed if government vehicle is used on the above-mentioned travel.

It is understood that reports shall be submitted upon completion of this travel within (15) days together with the certificate of appearance from each place/s visited and other documentary evidence of travel. No travel shall be approved without complying reports of previous travel per Memorandum Circular No. 37, s. 2004 and pursuant to Executive Order No.298 dated March 23, 2004.

Approved by:

MERLINDA A. PARAGAMAC

ARD FOR ADMINISTRATION