

# TRAVEL AUTHORIZATION

ATS-PH-EXP-TA-01-00

TA# : \_\_\_\_\_

**Employee Traveling** : Jerry P. Matda Jr.

**Purpose of Trip** : CS support/ RMA Operations support

## Itinerary:

Date	Company Visiting	Location	Contact
04/10/2024 to 04/12/2024	AEHR Test RMA Center	Clark, Pampanga	Ricky Go
3 days			

Employee Paid						Total
Air Fare	Hotel	Transportation	Per Diem	Insurance	Miscellaneous	
		PHP 4,025	PHP 4,500			PHP 8,525

**Charge Trip Expenses to Account:** \_\_\_\_\_

## Travel Advance:

Amount : PHP 8,525 Company Auto Rental Car Needed NO

Date Needed : April 10, 2024 Charge Travel Advance to 1-000-0220 N/A

## Approvals:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Noted By: Admin Officer

\_\_\_\_\_  
CFO

\_\_\_\_\_  
President & CEO