

# 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,<br>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