



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