|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | |  | | **Folio:** | | |  | |
|  | |  | |  | |  | | **Fecha:** | | |  | |
|  | |  | |  | |  | |  | | |  | |
| **Nombre:** | |  | | | | | | **Puesto:** | |  | | |
|  | | | | | | | | | | | | |
| **Destino del viaje:** | |  | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Duración del viaje:** | | |  | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Motivo del viaje:** | |  | | | | | | | | | | |
|  | |  | |  | |  | |  | | |  | |
|  | |  | |  | |  | |  | | |  | |
| **Hospedaje:** | | | |  |  |  | |  | | |
| **Boletos de avión (autobús):** | | | |  |  |  | |  | | |
| **Gasolina y lubricantes:** | | | |  |  |  | |  | | |
| **Taxi:** | | | |  |  |  | |  | | |
| **Casetas:** | | | |  |  |  | |  | | |
| **Desayuno:** | | | |  |  |  | |  | | |
| **Comida:** | | | |  |  |  | |  | | |
| **Cena:** | | | |  |  |  | |  | | |
| **Otros:** | | | |  |  |  | |  | | |
|  | | | |  |  |  | |  | | |
|  | | | |  |  |  | |  | | |
| **Total de gastos** | | | |  |  |  | |  | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Firma**