

TRAVEL AUTHORIZATION

TA No.: **1812-00232**Date: **December 27, 2018**

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Charge to (cc): **156**Account Code: **35100**

Participating Employee			
150603	ALCABASA, JOHN PAUL M.	MANAGEMENT INFORMATION	1 -

Cost of Travel	Actual Cost
Hotel and Accomodations	0.00
Transportation	
KM Reimbursement	0.00
Toll Fee	0.00
Parking Fee	0.00
Commuter Fare	0.00
AirSea Fare	0.00
Meals	
Local Travel	0.00
Overseas Travel	
Currency	
Exchange Rate	0.00
Cost in Foreign Currency	0.00
Cost in PHP	0.00
Contingencies	0.00
TOTAL	0.00
REIMBURSEMENT	0.00
Diff. from Estimated Cost of Travel	0.00

ITINERARY

150603 ALCABASA, JOHN PAUL M.

Start Date	End Date	Direct IT?	Start Time	End Time	Travel Type	Destination	Vehicle Class
07/01/2019	07/01/2019	Y	7:30 AM	5:45 PM	LOCAL	Pampanga	Company Car
Purpose : Orientation of New Ordering System (NOS) to Dealers.							VRS JO No.: 0
10/01/2019	10/01/2019	Y	7:30 AM	5:45 PM	LOCAL	CEBU CITY , CEBU	Public Commuter
Purpose :							VRS JO No.: 0

Prepared By:

ALCABASA, JOHN PAUL M.

Section Approval

QUIJANO, DAISY

Department Approval

ALCONES, ERIC B.

Division Approval

YANDOC JR., DAVID L.

REQUIRED APPROVALS

0-50,000 → Division Head

50,001 - 500,000 → Division Head + EVP + President

500,000- 10,000,000 → Executive Committee

Note: This form must follow CSS/TES/HRS policies and must have an attached document needed for processing/approval

Note: If request was already approved by higher-level signatory, approval of lower-level signatory is deemed waived.