

CERTIFICATE OF TRAVEL COMPLETED (CTC)

INSTRUCTIONS

- A. The CTC is a form used by officers/employees concerned to confirm that he/she has completed the travel or otherwise, based on the approved itinerary. It is one of the supporting documents to liquidate cash advances for travel. It shall be prepared by fund cluster.
- B. This form shall be accomplished as follows:
 - 1. **Entity Name** – name of the agency/entity
 - 2. **Fund Cluster** – the fund cluster name/code in accordance with the UACS
 - 3. **Director in-Charge** – shall be signed by the Director in-Charge of the office
 - 4. **Station** – the station where the officer/employee is assigned
 - 5. **Justification** – reason why the travel is not in accordance with the approved itinerary
 - 6. **Evidence of travel** – documents used, such as plane tickets, boarding passes, certificate of appearance, etc.
 - 7. **Certification** – the certification on the report shall be signed by the official/employee who made the travel on the last sheet of the report after the totals
 - 8. **Name of Employee** – name and signature of the official/employee who made the travel
 - 9. **Approved** – signature of the approving officer
- C. It shall be prepared in two (2) copies and shall be distributed as follows:

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| <i>Original</i> | – COA Auditor, through the Accounting Division/Unit, together with the LR and other supporting documents |
| <i>Copy 2</i> | – Official/Employee's File |