

Government Fares Agreement (GFA) Request Form

This form documents fare details for official government travel. Please fill out all required fields accurately and attach supporting documents such as quotations or receipts. Ensure the form is certified by the traveler and endorsed by the authorized approving officer before submission.

Instructions:

- Provide complete traveler and travel details.
- Indicate fare amount, provider, and ticket class.
- Attach relevant supporting documents.
- Secure necessary approvals before submitting.

Data Privacy Notice:

All personal and travel-related information collected through this form will be used solely for official travel documentation and processing. Data will be handled in accordance with the Data Privacy Act of 2012 (RA 10173) and institutional policies. Only authorized personnel will have access to this information.

* Indicates required question

1. Email *

Traveler Information

Provide your personal and employment details to identify who is requesting the travel.

2. Official Name of Traveler(s) (First, Middle, Last) *

Please enter the full name of each traveler as it appears on their ID or passport.

For group bookings, list each traveler on a separate line.

3. Employee ID *

4. **Unit Office ***

Mark only one oval.

- Office of the President
- UP Bonifacio Global City
- TVUP
- UP Resilience Institute
- Data Protection Office
- UP Procurement Office
- Ugnayan ng Pahinungod System
- Intelligent Systems Center
- Office of the Vice President for Administration
- System Cash Office
- System Supply and Property Management Office
- System Human Resource Development Office
- UPSA Quality Management System
- Office of the Vice President for Academic Affairs
- Philippine Genome Center
- Center for Women's and Gender Studies
- Office of Admissions
- Office of International Linkages
- Center for Integrative Development Studies
- UP Press
- Technology Transfer and Business Development Office
- Korea Research Center
- Office of Student Development Services
- CIFAL Philippines
- Office of the Vice President for Development
- Office of Design and Planning Initiatives
- Project Management Office
- Facilities Management Program
- Office of the Vice President for Digital Transformation
- Information Technology Development Center

- Data Governance Program
- Office of the Vice President for Legal Affairs
- Office of the Vice President for Planning and Finance
- System Accounting Office
- System Budget Office
- Office of the Vice President for Public Affairs
- Padayon Public Service Office
- Office of Alumni Relations
- Media and Public Relations Office
- Office of the Secretary of the University
- University Food Service
- University Hotel
- Other: _____

5. Mother Unit *

Mark only one oval.

- Office of the President
- Office of the Vice President for Administration
- Office of the Vice President for Academic Affairs
- Office of the Vice President for Development
- Office of the Vice President for Digital Transformation
- Office of the Vice President for Legal Affairs
- Office of the Vice President for Planning and Finance
- Office of the Vice President for Public Affairs
- Other: _____

6. Birthday *

Example: January 7, 2019

7. **Designation ***

8. **UP Mail ***

9. **Contact Phone Number ***

10. **Admin Officer (requesting staff) ***

Travel Details

Specify the purpose, destination, and schedule of your official travel

11. **Purpose of Travel ***

12. **Trip Type ***

 Dropdown

Mark only one oval.

One-Way

Round-Trip

Multi-City

13. Destination Details *

14. Departure Date *

Example: January 7, 2019

15. Specific Time (Departure) *

16. Return Date *

Example: January 7, 2019

17. Specific Time (Return Time) *

18. Is this Travel Official and Approved? *

Mark only one oval.

Yes

No

Booking Preferences

Indicate your preferred airline, seat class, and any special travel needs.

19. **Airline Preference ***



Mark only one oval.

- Philippine Airlines
- Cebu Pacific

20. **Seat Class ***



Mark only one oval.

- Economy
- Business Class
- Premium / First Class

21. **Would you like to avail of travel insurance for this trip? ***

Mark only one oval.

- Yes
- No

22. **Baggage Type ***

(If more than 20 kg, please specify whether it is for roundtrip or one-way only.)

Mark only one oval.

- Hand-carry only
- Additional check-in baggage
- Other: _____

23. **Special Requests**

Approvals

Enter your supervisor's details and approval information to confirm authorization

24. **Immediate Supervisor's Name ***

25. **Supervisor's Email ***

26. **Date of Approval ***

Example: January 7, 2019

27. **Remarks ***

Declaration

Confirm the accuracy of your submission and agree to comply with government travel policies.

28. **I hereby certify that the information provided is true and correct, and that this travel * is in accordance with government policies and procedures.**

Check all that apply.

I agree

Supporting Documents (Initial)

Upload all required documents to validate and process your travel request.

29. **RIS** (Please download the attached RIS Form for GFA, fill it out, and upload the accomplished copy here) *

https://drive.google.com/drive/folders/1a4cs9NLxaUNxq8B_ZO2FnNIWNo2X9NBz?usp=sharing

Files submitted:

30. **Upload Approved Travel Order (verified by HRDO)** *

Files submitted:

31. **Upload Government Issued ID** *

Rename the file: (Last name, First name.jpg)

For INTERNATIONAL TRAVEL, kindly upload the traveler's passport with at least six (6) months validity before its expiration date.

Files submitted:

32. **Upload Itinerary / Invitation Letter (if applicable)** *

Files submitted:

33. **Upload Previous GFA (if rebooking or amendment)**

Files submitted:

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