**AUTORIZACIÓN DE COMETIDO FUNCIONARIO**

**[fechaActual]**

**Correlativo [nroCorrelativo]**

**Fecha de Cometido [fechaCometido]**

**Número de días 1**

**1.- SOLICITUD DE COMETIDO**

|  |  |  |
| --- | --- | --- |
| **Nombres** | [nombres] | |
| **Apellidos** | [apellidos] | |
| **Grado** | [grado] | |
| **Cargo** | [cargo] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Departamento** | [departamento] | **Firma Solicitud** |
| **Movilización** | [movilizacion] | |
| **Destino** | [destino] | |
| **Motivo** | [motivo] | |

**2.- AUTORIZACIÓN DE COMETIDO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Viatico** | [viatico] |  | **Hora de salida** | [horaSalida] |
| **Pernoctar** | Sin pernoctar |  | **Hora de llegada** | [horaLlegada] |

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Firma Recepción Viatico** | **Firma Director/Jefe Unidad** |

**------------------------------------------------------------------------------------------------------**

**3.- AUTORIZACIÓN DE PASAJES Correlativo [nroCorrelativo]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nombre** | [nombres] [apellidos] | | |
|  |  |  |  |
| **Monto Pasajes** | [montoPasaje] |  |  |
|  |  |  |  |
| **Monto Peajes** |  |  |  |
|  |  |  | |
| **Otros** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  |  | **Recibí Conforme** | |
|  |  |  |  |
|  |  |  |  |
| **Total** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  |  | **Habilitado** | |

[usuario]