**TRAVEL ORDER**

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| --- | --- |
| **No:** 123456 | **Date:** February 17, 2015 |
| **Name:** Kevin Jone Camparecio | **Designation:** IT Faculty |
| You are hereby directed to proceed to **Dumaguete City** to attend ­**Seminar on building house** hosted/organized by **Gawad kalinga Dumaguete City** . | |

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| ITINERARY OF TRAVEL (SUMMARY) | | | | | |
|  | | EXPENSES | | | |
| DATE /S  (Southland Campus) | | TRANSPORTATION | REGISTRATION | BOARD & LODGING | TOTAL |
| ETD | ETA |
| March 12, 2015 | March 20, 2015 | **P 2, 000.00** | **P 1, 000.00** | **P 5,000.00** | **P 8, 000.00** |

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| Prepared by: | Verified by: | |
| **KEVIN JONE CAMPARECIO** | **EMILY T. DIAZ** | |
| Name of Employee | Accountant | |
| Noted by: | | |
| **HECTOR NEIL B. CORNEA** | | **HENLY S. PAHILAGAO, CPA, PhD** |
| Department Head / Dean | | VP for Finance |
|  | |  |
| **RHODA J. AMOR, PhD** | | **MRS. ANNETTE Z. VILLALUZ** |
| Department Head / Dean | | VP for Operations |
| Approved by: | | |
| **ANECITO D. VILLALUZ JR., CPA, PhD**  *President* | | |