

Rodelsa Hall, Rodolfo N. Pelaez Blvd, Kauswagan, Cagayan de Oro City Tel Nos. 858-4832/72-8854

TRAVEL ORDER

Date:

Name:	DESTINA		ATION:
		PURPOSE	<u> </u>
ESTIMATED NO. OF DAYS:			
DEDADMIDE.			
DEPARTURE:			
DATE OF RETURN:			
MODE OF TRANSPORTAION:			
[] Company Vehicle	-Plate#		
[] Public Conveyan			
[] Client's Servic	e Vehicle		
[] Others -			
PROJECTED EXPENSES		AMOUNT	
Per Diem			
Per Diem			
GRAND TOTAL			
Total Amount in Words:			
NOTE: Expenses are based on	actual disbursement. Pri	or cash a	dvance should be liquidated before
			hould be made within two (2) days
after return.	oved. Elquation of cash t		modia se made maini eno (2) days
arter return.			
Traveling Officer	Traveling Officer Checked by:		Annuoved has
Traveling Officer	Checken by:		Approved by:
	Christy Iana Cahalina		Wilhelmino R. Mendoza
	Christy Jane Cabaling		
	Acting Accountant		President and CEO