

TRAVEL ORDER

Date:

Name:	DESTINATION:
ESTIMATED NO. OF DAYS:	PURPOSE
DEPARTURE:	
DATE OF RETURN:	
MODE OF TRANSPORTATION: <input type="checkbox"/> Company Vehicle-Plate# _____ <input type="checkbox"/> Public Conveyance <input type="checkbox"/> Client's Service Vehicle <input type="checkbox"/> Others -	

PROJECTED EXPENSES	AMOUNT
Per Diem	
GRAND TOTAL	

Total Amount in Words:

NOTE: Expenses are based on actual disbursement. Prior cash advance should be liquidated before new cash advance will be approved. Liquidation of cash advance should be made within two (2) days after return.

Traveling Officer
Checked by:
Approved by:

Christy Jane Cabaling
Acting Accountant

Wilhelmino R. Mendoza
President and CEO