**TRAVEL ORDER No.** \_\_\_\_\_\_\_\_\_\_ , s. \_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |   |  |
| *Name*  |  | *Departure Date* |  |
|  |  |
| *Position*/*Designation* |  | *Return Date* |  |  |
|  |  |
| *College*/*Office* |  | *Destination* |  |
|  |
| *Purpose* |  | Official Business: |
|  |  |  | with per diem only |
|  |  |  | with allowable transportation allowance only |
|  |  |  | with both per diem and allowable transportation allowance |
|  |  |  | on official time only |
| *Documents* |  |  |  |  |
|  |  |  | Classes to be made-up on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | Classes to be taken over by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | Not applicable (if no classes/for Non- Teaching Personnel) |
|  |  |  Vehicle may be used, if available ***(to be approved by VP Admin. & Finance)***Copy furnished HR for Professional Development purposes |
|  |  |  | such as seminars, trainings and conferences*Received by:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ITINERARY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Date* | *Place* | *Time* | *Transport* | *Fare* | *Travel**Expenses* | *Total**Amount* |
| *Arrival* | *Departure*  |
|  |  |  |  |  |  |  |  |

CONCURRED:

|  |  |
| --- | --- |
| ***Personnel*** |  |
|  |  |
| I certify the necessity and correctness of the travel and itinerary. |  | Recommending Approval: |
| *Dean* / *Director* / *Head of Office* |  | *Vice President* |

Approved:

For and in behalf of the President

|  |  |  |
| --- | --- | --- |
|  |  |  |

*President*

**CERTIFICATE OF COMPLETED TRAVEL**

|  |  |
| --- | --- |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date* |

I certify that the travel authorized in the Travel Order No.\_\_\_\_ , s. \_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , was completed as follows:

* Strictly in accordance with the approved itinerary.

**□**Extended, in which the additional itinerary was submitted.

**□**Shortened, in which the excess payment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (₱\_\_\_\_\_\_\_\_\_\_)

 was refunded in the TSU Official Receipt No. \_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_.

 **□**Other deviation. (*Specify and justify.*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evidences of the travel and Report of Travel are attached.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Personnel*

Based on the evidence and information, the travel was undertaken.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Dean* / *Director* / *Head of Office*

**CERTIFICATE OF APPEARANCE**

 This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 of the Tarlac State University, appeared in this Office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 This is issued in compliance to the Republic Act No.3847, implemented by the

 General Auditing Office Circular No. 88A, as the evidence of the appearance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Printed Name & Signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Position/Designation*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Office*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Address*