**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

|  |  |  |
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| **NAME** |  | |
| **Position/Designation** |  | |
| **Permanent Station** |  | |
| **Purpose of Travel** (must be supported by attachments) |  | |
| **Host of Activity** |  | |
| **Inclusive Dates** |  | |
| **Destination** |  | |
| **Fund Source** |  | |
| *I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.* | | |
| Name and Signature of Requesting Employee | | *Date* |
| *This* is *to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.*  **REY F. BULAWAN, EdD** | | |
| Name and Signature of Recommending Authority | | *Date* |
| **APPROVED**  **GAUDENCIO C. ALJIBE JR., PhD, EdD, CESO VI** | | |
| Name and Signature of Approving Authority | | *Date* |