**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

|  |  |
| --- | --- |
|  **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* |