



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

(Date)

No. _____

AUTHORITY TO TRAVEL

NAME: _____
POSITION: _____
OFFICIAL STATION: _____
DESTINATION: _____

PURPOSE: _____

DATE OF TRAVEL: _____
ESTIMATED EXPENSES: _____
CHARGEABLE AGAINST: _____

Requested by:

Recommending Approval:

- On Official Time (Transportation Expenses Only)
- On Official Business (Transportation Expenses and per clients)

Approved:

- Original Copy = Personal Copy
- 2nd Copy = Personnel Unit
- 3rd Copy = Division Unit