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| **ITINERARY OF TRAVEL**  **Entity Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **Fund Cluster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | **No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
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| **Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Date of Travel : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Purpose of Travel : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Official Station : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
|  |  |  | |  |  |  |  |  |
| Date | Places to be visited | T I M E | | Means of Transportation | Transportation | Per | Others | Total Amount |
| (Destination) | Departure | Arrival | Diem |
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|  |  |  | **Prepared by :** | | | | | |
| I certify that: (1) I have reviewed the foregoing itinerary; (2) the travel is necessary to the service; (3) the period covered is reasonable and; (4) the expenses claimed are proper.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| Signature over Printed Name | | | | | |
|  | | | | | |
| **Approved by:**  **REXTON F. CHAKAS** | | | | | |
| Signature over Printed Name | | | Signature over Printed Name | | | | | |
| Immediate Supervisor | | | Agency Head/Authorized Representative | | | | | |