

Document Code: PAAS-F-TO
Document Title: Travel Order
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Revision No: 1
Effectivity: November 2016
Prepared by: PAAS
Reviewed by: QMR
Approved by: President

TRAVEL ORDER

Date:

The President
Manuel S. Enverga University Foundation

Permission is hereby requested to go to _____ leaving Candelaria, Quezon on _____ and returning on _____ for the purpose of _____.

Authority is also requested to withdraw a cash advance of Php_____ to cover the following:

A complete report in accordance with the existing regulations including tickets, invoices/receipts pertinent papers and other data the administration may request shall be made until _____. In case of failure to make this report at the specific time the cash advance shall be charged against my salary.

Applicant's Name and Signature:
Position:

Indorsed by:	Recommending Approval:	Approved by:		
DR. CRYSTAL B. QUINTANA Dean of Studies	Mr. CELSO D. JABALLA VP for External Relations/ Coordinator for Affiliate Schools	Mr. DARIO R. OPISTAN Vice President for Administration	DR. BENILDA N. VILLENAS Senior Vice President Vice President for Academics and Research	MADAM NAILA E. LEVERIZA University President / Chief Operating Officer

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