

TRAVEL AUTHORITY REQUEST FORM A - FOR OFFICIAL TRAVEL ABROAD OF FIELD PERSONNEL

<p>Name _____</p> <p>School/Office _____</p> <p>Designation _____</p> <p>Purpose of Travel _____</p> <p>Estimated Cost _____</p> <p>Travel Dates _____</p> <p>Destination _____</p> <p>Fund Source _____</p>	<p>Brief Description (3 sentences max)</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p>Nature of Travel:</p> <p><input type="checkbox"/> Official Business <input type="checkbox"/> Official Time</p>	
<p>I hereby attest to the following:</p> <p>1. I am cleared of all monetary accountabilities.</p> <p>2. I am cleared of all property accountabilities.</p> <p>3. I have no pending case.</p> <p>4. I have no pending task.</p> <p>5. All reportorial requirements of any previous travels have been submitted.</p>	
<p>Name and Signature of Requesting Employee</p> <p>_____</p> <p>Date Submitted: _____</p>	

SCHOOL CLEARANCES AND APPROVAL (if applicable)	Date Received: _____	Date Released: _____
<p><i>This is to certify that the requesting employee is (1) cleared of all money and property accountabilities and (2) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.</i></p>		
APPROVED:		
_____	_____	
Department Head (if applicable)	SCHOOL HEAD/ Authorized Representative	

SCHOOLS DIVISION OFFICE CLEARANCES AND APPROVAL (if applicable)	Date Received: _____	Date Released: _____
<p><i>This is to certify that the requesting employee is (1) cleared of all money and property accountabilities and (2) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.</i></p>		
APPROVED:		
_____	_____	_____
Finance Services	Administrative Services	SCHOOLS DIVISION SUPERINTENDENT/ Authorized Representative

REGIONAL OFFICE CLEARANCES AND APPROVAL	Date Received: _____	Date Released: _____
<p><i>This is to certify that the requesting employee (1) has no pending case, (2) is cleared of all money and property accountabilities and (3) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.</i></p>		
APPROVED:		
_____	_____	_____
Legal Unit	Administrative Division	REGIONAL DIRECTOR/ Authorized Representative

CENTRAL OFFICE APPROVAL	Date Received: _____	Date Released: _____
APPROVED:		

SECRETARY/ Authorized Representative		