

**AUTHORITY TO TRAVEL**  
**(For Travel Outside Region VI)**

Date \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Designation: \_\_\_\_\_

Office/ Station: \_\_\_\_\_

Nature of Travel:     Official Time         Official Business

Inclusive Date of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Purpose: \_\_\_\_\_

Expected Benefits: \_\_\_\_\_

**Certification:**

- \_\_\_\_\_ I have no pending task/s
- \_\_\_\_\_ All reportorial requirements of my previous travel have been submitted
- \_\_\_\_\_ All cash advances and expenses of my previous travels have been liquidated and cleared

\_\_\_\_\_  
Requesting Official/Employee

\_\_\_\_\_ There are funds for this travel      Funding Source: \_\_\_\_\_  
\_\_\_\_\_ This activity is integrated in the:

SPPD                       DO-MPPD     RO-MPPD  
 Others \_\_\_\_\_

(Pls. specify)

MPS: \_\_\_\_\_

**Recommending Approval:**

\_\_\_\_\_

Approved by:

\_\_\_\_\_