No. AT-2023-00-0000

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

|  |  |
| --- | --- |
| **NAME** |  |
| **Position/ Designation** |  |
| **Permanent Station** |  |
| **Purpose of Travel** (must be supported by attachments) |  |
| **Host of Activity** |  |
| **Inclusive Dates** |  |
| **Destination** |  |
| **Fund Source** |  |
| *I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name and Signature of Requesting Employee Date |
| **APPROVED** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name and Signature of School Head Date  |