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 | |
| *This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **RANDOLPH B. TORTOLA** Date  Schools Division Superintendent | |
| **APPROVED:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **USEC FOR GOVERNANCE AND FIELD OPERATIONS** Date | |