

Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

AUTHORITY TO TRAVEL

_____ Date

To: _____

You are hereby authorized to proceed to _____ on _____ to:

- 1.
- 2.
- 3.

Your trip will be on official business. Expenses incident to such travel will be charged against available funds subject to usual accounting rules and regulations.

Your travel will be on official time only. Whatever good you may render to the service in connection to such travel will be on thank you basis.

Your trip is good for _____ () day/s only inclusive/exclusive of travel.

Recommending Approval:

(Immediate Supervisor)

APPROVED:

Authorized Official