**TRAVEL ORDER**

No. \_\_\_\_\_\_\_\_, s. 2024

|  |  |
| --- | --- |
| **Date of Filing** |  |
| **Name/Position** |  |  |
| **Permanent Station***(School/Unit/Section)* |  |
| **Purpose of Travel** |  |
| **Activity Organized/ Sponsored By** |  |
| **Period Covered** *(Inclusive of travel dates)* |  |
| **Please check** | [x]  Official Business [ ]  Official Time |
| **Venue Destination** |  |
| **Expenses Covered** |  |
| **Travel References** |  |
| **Fund Source** *(subject to availability of funds and the usual accounting and auditing rules and regulations)* |[x]  Division MOOE |[ ]  HRTD Funds |
|  |[ ]  School MOOE |[ ]  SEF |
|  |[ ]  Other Funds:  |  |
| **Recommending Approval:****ROEL T. DIAMANTE, PhD, CESE**Asst. Schools Division SuperintendentDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Approved:****KAREN L. GALANIDA, PhD, CESO V**Schools Division SuperintendentDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |