

APPENDIX B

PHILIPPINE PORTS AUTHORITY  
Port of General Santos

CERTIFICATE OF TRAVEL COMPLETED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

.

**dated** This is to certify that we completed the travel authorized per Travel Order No. \_\_\_\_\_  
under conditions indicated below.

**/x /** Strictly in accordance with the approved itinerary.

**/ /** Cut short as explained below. Excess payment to the amount of \_\_\_\_\_ be refunded on  
OR # \_\_\_\_\_ dated \_\_\_\_\_.

**/ /** Extended as explained below. Additional Itinerary as submitted.

**/ /** Other deviation as explained below.

**Explanation or justification:**

**Evidences of Travel hereto:**

**Respectfully Submitted:**

**On evidence and information of which I have knowledge, the travel was actually undertaken.**

**ATTY CESAR M. DATAYA**

Port Manager