

TRAVEL ORDER NO. \_\_\_\_\_

1. The following personnel of this Agency:

Name

Position

is/are hereby directed to proceed to (places): \_\_\_\_\_  
on \_\_\_\_\_ inclusive of travel time for the  
purpose/s: \_\_\_\_\_.

2. Air/land travel authorized.

3. Expenses to be incurred will be in accordance with R.A. No. 3847 per approved itinerary of travel and is chargeable against the Philippine Ports Authority, subject to the availability of funds and the usual accounting and auditing regulations.

4. Upon completion of the travel, you shall submit the following documents within fifteen (15) days after reporting to your official station:

1. Written Report of Travel
2. Certificate of Appearance
3. Certificate of Travel Completed

Approved:

Port Manager

\_\_\_\_\_  
Date