

CERTIFICATION OF TRAVEL COMPLETED

Entity Name: _____

Fund Cluster: _____

Director in-Charge

Station

I HEREBY CERTIFY THAT I have completed the travel as authorized in the Travel Order/Itinerary of Travel No. _____ dated _____ under conditions indicated below:

- / x / Strictly in accordance with the approved itinerary.
- / / Cut short as explained below. Excess payment in the amount of ₱ _____ was refunded under O. R. No. _____ dated _____
- / / Extended as explained below, additional itinerary was submitted
- / / Other deviation as explained below.

Explanation or justifications:

Evidence of travel:

Respectfully submitted:

Name of Employee

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

Approved:

Name of Director
Office