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FIT-

TRAVEL ORDER

Name _____ Date prepared _____

Purpose _____ Contact person _____

Accompanied by _____

Travel date _____ Vehicle to be use _____ Plate no. _____

Date	Destination	Things Needed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK DETAILS

BUDGET PROPOSAL

Expenses	Particulars	Amount (Php)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL AMOUNT _____

Submitted by	Noted by	Checked/Verified	Approved/Released