**HRMO Form 102**

**AQUINAS UNIVERSITY OF LEGAZPI**

Human Resource Management Office

Rawis, Legazpi City, Philippines

Tel. No. (052) 820-8711

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**Vita Veritatis Et Amoris Ex Gratitudine**

“A Life of Truth and of Love out of Gratitude”

….. service is our Mission …..

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**TRAVEL ORDER- for ALL EMPLOYEES**

<table>
<thead>
<tr>
<th>Date of Travel:</th>
</tr>
</thead>
</table>

**Name of Employee**: ____________________________

**Department**: _________________________________

**Destination**: ________________________________

**Purpose**: ________________________________

**Duration from** ____________________  **to**  ____________________

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**Signature of Employee** ____________________________

**Signature of Head of Office** ____________________________

**Date Signed** __________________

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**Signature of Person Visited (if applicable)** 

1. use for one day or more, outside Legazpi & suburbs.
2. accomplish in triplicate: (employee, office/dept., hrmo)
3. submit to HRMO at the end of each month thru the head of office.