

**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