



KING MULTIPURPOSE COOPERATIVE

King MPC Bldg., 4 Palma Gil St., Davao City
Tel. nos. (082) 227-1127, 226-4636; Telefax 221-0462, 227-1128

TRAVEL ORDER

Date: _____

NAME: _____ POSITION/BRANCH: _____

DESTINATION: _____

DEPARTURE: _____ ARRIVAL: _____ ()day/s

PURPOSE:

CASH ADVANCE (Estimate Amount):

Per Diem: _____ Php. _____

Transportation: _____

Others: _____

TOTAL: _____ **Php.** _____

CERTIFICATE OF APPEARANCE

DATE	PLACES VISITED	PERSON CONTACTED	DESIGNATION	SIGNATURE

Requested by:

Recommending Approval:

Immediate Superior

Accountant

Finance Manager

Approved by:

General Manager