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**TRAVEL REQUEST FORM-B**

\_\_\_\_\_

Date

\_\_\_\_\_  
College Dean/Campus Director  
This University

Madam/Sir:

May I request your good office to allow me to go to \_\_\_\_\_  
on \_\_\_\_\_ for the following purpose(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Hoping for your approval to this request, I remain.

Very truly yours,

\_\_\_\_\_  
Position/Designation

Recommending Approval:

\_\_\_\_\_  
College/Campus Extension Unit Head

Approved:

\_\_\_\_\_  
College Dean/Campus Director



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**TRAVEL REQUEST FORM-A**

\_\_\_\_\_

Date

\_\_\_\_\_  
University President

Madam:

May I request your good office to allow me to go to \_\_\_\_\_  
on \_\_\_\_\_ for the following purpose(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Hoping for your approval to this request, I remain.

Very truly yours,

\_\_\_\_\_  
Position/Designation

Recommending Approval:

\_\_\_\_\_  
Vice President RET

Approved:

\_\_\_\_\_  
University President

