



Republic of the Philippines
City of Cagayan de Oro
CITY COLLEGE OF CAGAYAN DE ORO
Finance Services Cluster



Request to Travel Form (RTF)

NOTE: Any travel and/or training requests submitted/ processed in less than 60 days prior to the actual travel date will be automatically subject to reimbursement. This means the employee/ staff will be responsible for covering all expenses upfront and will process reimbursement upon their return.

1. Personal Information	
Name:	Date:
Cluster/Division:	
Position/Title :	
Employee ID :	
Residence Address :	
2. Travel Details	
Purpose of Travel / Title of the event:	
Destination :	
Departure Date:	
Return Date:	
Mode of Transportation :	
Mode of Participation :	
3. Expense Cover	
Registration Fee:	
Air / Land / Sea Fare Fee:	
Per diem:	
Taxi Fare:	
Total Estimated Cost:	

Prepared by:

Approval:

Employee's Name and Signature

Division Head

Cluster Vice President

RIO HILLARY P. DALMAN

Director for Human Resource Division

Remarks: _____

JONATHAN A. MADRONERO

VP for Research, Innovation and Creative Enterprise

Approved by:

KARL HEIN M. PIOS

VP for Finance Services

JESTONI P. BABIA, ED.D

College President