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| **UPLB FOUNDATION, INC.**  UPLBFI Bldg., Andres P. Aglibut Avenue,  UPLB Campus, College, Los Baños, Laguna 4031  Email: uplbfoundation@uplbfi.org Tel: (049) 536-3688/6265 |
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| **TRAVEL ORDER** |

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| (Do not fill out. For UPLBFI use only.) | | | | | | | | | | | | | | | | | | | | |
| **TRAVEL ORDER NO.** | | |  | | | | | | | | **TRACER NO.** | | |  | | | | | | |
| Please enter the following details. All fields marked with an asterisk (\*) is required. | | | | | | | | | | | | | | | | | | | | |
| \*FULL NAME | | |  | | | | | | | | \*DATE FILED | | |  | | | | | | |
| \*POSITION/DESIGNATION | | |  | | | | | | | | | | | | | | | | | |
| \*VENUE/DESTINATION | | |  | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | |
| \*PURPOSE OF TRAVEL | | |  | | | | | | | | | | | | | | | | | |
| \*DATE OF TRAVEL | | |  | | | | | | | | | | | | | | | | | |
| \*PERIOD COVERED | | |  | | | | | | | | | | | | | | | | | |
| \*FUND CODE | | |  | | | | | | | | | | | | | | | | | |
| \*TELEPHONE NUMBER | | |  | | | | | | | | | | | | | | | | | |
| \*CONTACT NO. | | |  | | | | | | | | | | | | | | | | | |
| \*EMAIL ADDRESS | | |  | | | | | | | | | | | | | | | | | |
| \*UNIT BASE | | |  | | | | | | | | | | | | | | | | | |
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| **\*PREPARED BY:** | | | | | | | | | | | | | | | | | | | | |
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|  | | SIGNATURE OVER PRINTED NAME | | | | |  |  | | | | DATE | | | | |  | |  | |
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|  | **RECOMMENDING APPROVAL:** | | |  |  | | | |  | | | |  | |  |  | | | |  |
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|  | PROJECT LEADER | | | |  | | | | COLLEGE DEAN | | | | | | | | | | |  |
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|  | UNIT DIRECTOR | | | |  | | | |  | | | |  | |  |  | | | |  |
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|  |  | |  | **APPROVED BY:** | | | | | | | | | | |  |  | | | |  |
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|  |  | |  | **DR. ENRICO P. SUPANGCO** | | | | | | | | | | |  |  | | | |  |
|  |  | |  | EXECUTIVE DIRECTOR | | | | | | | | | | |  |  | | | |  |
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