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| **UPLB FOUNDATION, INC.**UPLBFI Bldg., Andres P. Aglibut Avenue, UPLB Campus, College, Los Baños, Laguna 4031Email: uplbfoundation@uplbfi.orgTel: (049) 536-3688/6265 |
|  |
| **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 |  |
|  |
|  |
|  **\*PREPARED BY:** |
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|  |  |  |  |  |  |  |  |  |
|  | SIGNATURE OVER PRINTED NAME |  |  | DATE |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **RECOMMENDING APPROVAL:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  | PROJECT LEADER |  | COLLEGE DEAN |  |
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|  |  |  |  |  |  |  |  |
|  | UNIT DIRECTOR |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | **APPROVED BY:** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **DR. ENRICO P. SUPANGCO** |  |  |  |
|  |  |  | EXECUTIVE DIRECTOR |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |