**APPENDIX B**

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| --- | --- | --- |
| **RENANTE A. EGCAS, Ph. D.** |  | **Brgy. Rizal, Sagay City** |
| **Agency Head** |  | **Station** |
|  |  |  |
| **PRESIDENT** |  | **April 13, 2024** |
|  |  | Date |
|  |  |  |
|  |  |  |
| I CERTIFIED THAT I have completed the travel authorized in Itinerary of Travel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under condition indicated below  Strictly in accordance with approved itinerary. Cut short as explained below. Excess payment in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_was refunded  O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Extended as explained below. Additional itinerary was submitted.  Other deviations are explained below: | | |
|  |  |  |
| Explanation or justifications: | see attached documents | |
|  |  |  |
|  |  |  |
|  |  |  |
| Evidence of Travel attached hereto: | tickets, official receipts, certificate of appearance | |
|  |  |  |
|  |  |  |
|  |  | Respectfully submitted: |
|  |  |  |
|  |  | **JUAN DELA CRUZ** |
|  |  | Officer or Employee |
|  |  |  |
| On evidence of information of which I have knowledge the travel was actually undertaken. | | |
|  |  |  |
|  |  | **RENANTE A. EGCAS, Ph. D.** |
|  |  | Chair/Head/Supervisor |
|  |  |  |
|  |  |  |