

# ATENEO DE ZAMBOANGA UNIVERSITY

## REQUEST FOR PLANE TICKET

**NAME:** MR [ ] \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

MS [ ] \_\_\_\_\_ **Cel No:** \_\_\_\_\_

**Email add:** \_\_\_\_\_

**PURPOSE :** \_\_\_\_\_

**BUDGET ACCOUNT/CHARGE TO :** \_\_\_\_\_

DATE of FLIGHT	AIRLINE	TIME (AM/PM)	FROM	TO

**BAGGAGE ALLOWANCE: (Please check one)**

**FOR DOMESTIC TRAVEL**

*Cebu Pacific*

*Philippine Airlines*

[ ] HAND CARRY (7 kg)

[ ] 20 kg

[ ] 32 kg

[ ] 40 kg

[ ] HAND CARRY ( 7 kg)

[ ] 10 kg

[ ] 20 kg

[ ] 30 kg

[ ] 40 kg

**FOR INTERNATIONAL TRAVEL**

(Please indicate special arrangement)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUESTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Signature over Printed Name

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name

Unit/Office : \_\_\_\_\_

FOR FINANCE USE ONLY

**FUNDS AVAILABLE:**

\_\_\_\_\_  
Budget On-Charge

Date : \_\_\_\_\_