For Heads of Departments, of GOCCs and GFls, and of Agencies under or Attached to OP, Requesting Travel Authority and Entitlement to Travel Expenses and Allowances:

(1) Invitations and/or notices of meetings;
(2) Confirmation of the dates of meetings/conferences/conventions;
(3) Administrative arrangements;
(4) Itemized statement of travel expenses and allowances, and their chargeability (for those that will be covered by government funds);
(5) Flight itineraries;
(6) Schedule of activities;
(7) Justifications for entitlement to hotel allowances based on actual rates (those in excess of the UNDP DSA rates intended for accommodations), airfares on business class, and non-commutable representation allowances, which should not exceed One Thousand US Dollars (US$1,000.00), only for those who need to avail themselves of these additional expenses;
(8) List of members of Philippine Delegations (whenever applicable);
(9) Advice on the name of official who shall be designated as Acting Secretary/Head or Officer-in-Charge; and
(10) For trips abroad without cost to the government, specify the chargeability of travel expenses and allowances, and include letter(s) from the sponsoring organizations/agencies/individuals, regarding the travel expenses that they will cover (whenever applicable)