



**Westmead International School
Batangas City**

Official Business Form

Employee No.: _____ Date : _____

Name :

Surname First Name Middle Name

Department _____

Purpose of trip: _____

Date of Trip : _____

Destination : _____

Departure Time : _____

Time of Return : _____

Approved by :

Noted By :

Dr. Marites D. Manlongat

VP- Administration and Finance

Dean