

**TRAVEL AGENCY CERTIFICATION**



Application Number	Loan Number

**INSTRUCTIONS AND REQUIREMENTS FOR THE CULTURAL TRAVEL LOAN APPLICATION**

1. The application must be complete and all the requirements have to be in our agency within twenty (20) labor days of the travel.
2. Must include the Travel Agency Certification properly filled. Include a copy of the itinerary if the excursion has been organized by the travel agency.
3. Bring the evidence if you have made any payment or deposit to the travel agency or the commercial airline.
4. Bring the boarding passes properly cancelled and any other document required by this Agency that demonstrates the itinerary of the trip was done, according to the stipulations in or Regulations no later than the thirty (30) days after the date of return.
5. Filled out the form ASR-PR-120 "Electronic Transfer Authorization". If you have already filled out and you keep the same bank account, please select "Registered" at Electronic Transfer on Section II.

**SECTION I. CULTURAL TRAVEL LOAN INFORMATION**

**APPLICANT INFORMATION**

Applicant Name (Print typewritten)	Social Security	Air Cost/Cruise	Terrestrial Cost	Total

**Companion Information**

Name (Print typewritten)	Age	Relationship	Air Cost/Cruise	Terrestrial Cost	Total
<b>Totals</b>					

**CULTURAL TRIP INFORMATION**

Trip Destiny	Departure Date (Month-Day-Year)	Arrival Date (Month-Day-Year)
Meals Amount		
Breakfast	Lunch	Dinner

**SECTION II. TRAVEL AGENCY'S BANK ACCOUNT**

Electronic Transfer (See Instructions and Requirements #5)  New  Registered

**TRAVEL AGENCY CERTIFICATION**

I hereby certify that the applicant and the companions above indicated have reservations confirmed with this Travel Agency to travel to the destiny indicated above and that all the information contained here is correct. Our Travel Agency and our authorized representatives commit themselves when requested, to give all evidence of trips and expenses related to the cultural trip financed by their Institution.

\_\_\_\_\_  
Authorized Representative's Name

\_\_\_\_\_  
Signature (Blue Ink)

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name and Travel Seal

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
E-mail

**APPLICANT USE ONLY**

Daily Expense Allowance: Cost of Meals:  Yes  No Cost of Lodging:  Yes  No

\_\_\_\_\_  
Applicant Signature (Blue Ink)

\_\_\_\_\_  
Date (Month-Day-Year)

\_\_\_\_\_  
Phone No.

**Conservation: Same which file constitute part.**