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| Name of Enterprise:  **[**ghi tên công ty bằng tiếng Anh) | **Socialist Republic of Vietnam**  **Independence -Freedom - Happiness** |
| **---------------------------------------------** | **---------------------------------------------** |
| **No: …………..** | *……………, dated ……………..* |

**DECISION**

**For: [cử đi công tác]**

**DIRECTOR**

**[tên công ty bằng tiếng Anh]**

*Based on the rules and the policies of [tên công ty bằng tiếng Anh]*

*Based on the Director’s rights and function.*

**DECIDE**

**Article 1.**  [*Tên công ty bằng tiếng Anh*] allow the staff below go for business trip:

-        *[Người được cử đi công tác]*

Position: [chức danh]

**Article 2.**  Business Information:

-          Place of the business trip: [Địa điểm công tác]

-          Country of the business trip: [*Tỉnh/thành phố, nước*]

-          Departure date: [*Thời gian công tác*]

-          Medium of Transportation: [*Phương tiện di chuyển*]

- All expenses related to the trip (Air ticket, Room service, Tourism market Fee, Meals and Transportation) will be sponsored by [*Tên người tài trợ]*

- Other expenses will be not included.

**Article 3.**  All of people mentioned in Article 1 and the related department take the responsibility to abide by this decision.

**Article 4.** This Decision is effective from the day of signing.

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| ***Received by:*** | **Director** |
| *- As Article 1* | (Signed and Sealed) |
| *- Filed to Accounting Department.* |  |