

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

ITINERARY OF TRAVEL	No.	Date:	11-Aug-23
NAME: CHARLINDO S. TORRION	Position:	INSTRUCTOR I	
Official Station: Department of Meteorology	Residence:	Banahaw Residence Hall, VSU	
Purpose of Travel: Field visitation of On-the-Job Training Students at their Host Training Establishments (DOST-PAGASA Mactan, Cebu and Central Office, Quezon City)			

DATE 2023	PLACES TO BE VISITED	TIME OF DEPARTURE	TIME OF ARRIVAL	Means of Transportation	EXPENSE (Php)	TOTAL
July 27, 2023	VSU Main - Ormoc City Port	4:30 AM	5:00 AM	Van	149.00	149.00
	Port of Ormoc City - Port of Cebu City	6:00 AM	10:00 AM	fastcraft boat	1,100.00	1,100.00
	Terminal Fee				30.00	30.00
	Port of Cebu City - Mactan Airport observation complex	10:30 AM	11:30 AM	Taxi	369.50	369.50
	Mactan Int'l Airport - NAIA	12:40 PM	1:05 PM	Airplane	3,686.10	3,686.10
	NAIA to DOST PAGASA Central Office	2:40 PM	PM	PUV/ Taxi	290.00	290.00
	Per Diem					2,090.00
July 28, 2023	DOST PAGASA Central Office					
	Per Diem					2,200.00
July 31, 2023	DOST-PAGASA Central Office - NAIA Terminal 2	3:20 AM	AM	PUV/ Taxi	286.00	286.00
	NAIA - Tacloban Airport	6:35 AM	8:00 AM	Airplane	4,061.56	4,061.56
	Tacloban Airport -VSU	11:00 AM	3:00 PM	Van	350.00	350.00
	Per Diem					880.00
	Baybay-VSU				20.00	20.00
				TOTAL		15,512.16

I CERTIFY that (1) I Have reviewed the itinerary,
 (2) the travel is necessary to the service,
 (3) the period covered is reasonable, and
 (4) the expenses claimed are proper.

Prepared By: (Official Employee)

CHARLINDO S. TORRION*Instructor I*

Approved: (Head of Agency)

JANNET C. BENCURE*Dean, CET***EDGARDO E. TULIN***President*