

Revised January 1992

ITINERARY OF TRAVEL

Date: January 21, 2022

No.

| | | | | | |
|---------------------|---|-------------------------|-----------|----------------------------|-------------------------|
| Name | ANALYN M. MAZO et al. | | Position | Assoc. Prof. V | |
| Official Station | VSU | | Residence | Visayas State University | |
| PURPOSE | Conduct biodiversity asesment of Lake Mahagnao | | | | |
| | Place of be visited (Destination) | TIME | | Means of Transportation | Travelling Allowance |
| | | Departure | Arrival | | |
| January 29, 2022 | VSU Guardpost 1-Lake Mahagnao, Burauen, Leyte | 5:00 AM | 7:00 AM | Van Rental | 4,500.00 |
| | Assessment in the established sites of Lake Mahagnao | | | | |
| | Per Diem | Meals (Faculty) | | 450 X 8 pax | 3,600.00 |
| | | Accommodation (Faculty) | | 250 X 8 pax | 2,000.00 |
| | Incidental Fee (Faculty) | | | 300 x 8 pax | 2,400.00 |
| | Payment for Laborer | | | | 3,300.00 |
| January 30, 2022 | Assessment in the established sites of Lake Mahagnao (cont) | 8:00 AM | 5:00 PM | | |
| | Per Diem | Meals (Faculty) | | 450 X 8 pax | 3,600.00 |
| | | Accommodation (Faculty) | | 250 X 8 pax | 2,000.00 |
| | Incidental Fee (Faculty) | | | 300 x 8 pax | 2,400.00 |
| | Lake Mahagnao-VSU | 5:00 PM | 7:00 PM | Van Rental | |
| January 31, 2022 | Assessment in the established sites of Lake Mahagnao (cont) | 8:00 AM | 5:00 PM | | |
| | Per Diem | Meals (Faculty) | | 450 X 5 pax | 2,250.00 |
| | | Accommodation (Faculty) | | 250 X 5 pax | 1,250.00 |
| | Incidental Fee (Faculty) | | | 300 X 5 pax | 1,500.00 |
| Feb. 1, 2022 | Assessment in the established sites of Lake Mahagnao (cont) | 8:00 AM | 5:00 PM | | |
| | Per Diem | Meals (Faculty) | | 450 X 5 pax | 2,250.00 |
| | | Accommodation (Faculty) | | 250 X 5 pax | 1,250.00 |
| | Incidental Fee (Faculty) | | | 300 X 5 pax | 1,500.00 |
| Feb. 2, 2022 | Assessment in the established sites of Lake Mahagnao (cont) | 8:00 AM | 5:00PM | | |
| | Per Diem | Meals (Faculty) | | 450 X 5 pax | 2,250.00 |
| | | Accommodation (Faculty) | | 250 X 5 pax | 1,250.00 |
| | Incidental Fee (Faculty) | | | 300 X 5 pax | 1,500.00 |
| | Lake Mahagnao, Burauen, Leyte-VSU Guardpost 1 | 5:00PM | 7:00 PM | Van Rental | 4,500.00 |
| CHARGED TO: | 101 Trust (2020-1050-25) | | | SUBTOTAL | 43,300.00 |

I certify that (1) have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expense claimed are proper.

mtjlncto
MA. THERESA P. LORETO
Dean, CAS

Prepared by (Official / Employee)

ANALYN M. MAZO
ANALYN M. MAZO
Head, DBS

Approved by (Head of Agency)

EDGARDO E. TULIN
EDGARDO E. TULIN
VSU President