

ITINERARY OF TRAVEL	Date: November 25, 2021
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Date: November 25, 2021

No.

Name	CALEXTRO O. AURE
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Position

Driver

Official Station	VSU - ITEEM
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Residence	
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Visayas State University

PURPOSE	REIMBURSEMENT of official travel expenses dated October 30, 2021(see attached trip ticket)
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REIMBURSEMENT of official travel expenses dated October 30, 2021(see attached trip ticket)

2021

Place of be visited (Destination)

TIME	
re	Arrival

Departure

Arrival

Means of transportation

Means of Transportation

Travelling Allowance

Travelling Allowance

Oct. 30

VSU - Inopacan, Leyte

6:00 AM

7:00 AM

VSU Vehicle

VSU Vehicle

Inopacan - VSU

3:00 PM

4:00 PM

VSU Vehicle

VSU Vehicle

$$14,101.00/22/8 \times 1.5 = 120.17 \times 9$$

1,081.16

CHARGED TO:

20201050-10.13.43

TOTAL

1,081.16

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.

ELIZA D. ESPINOSA

Immediat Supervisor

Prepared by (Official / Employee

CALEXTRO AURE
Employee Signature

CALEXTRO AURE

Employee Signature

Approved by (Head of Agency)
EDGARDO E. TULIN
University President

ELIZA D. ESPINOSA

Immediat Supervisor

EDGARDO E. TULIN

University President

ITINERARY OF TRAVEL	Date: December 7, 2021
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Date: December 7, 2021

No.

Name	CALEXTRO O. AURE	Position	Driver
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Position	Driver
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Driver

Official Station	VSU - ITEEM	Residence	Visayas State University
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Residence	Visayas State University
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Visayas State University

PURPOSE	REIMBURSEMENT of official travel expenses dated December 1, 2021(see attached trip ticket)
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REIMBURSEMENT of official travel expenses dated December 1, 2021(see attached trip ticket)

2021	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		

Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
	Departure	Arrival		

TIME		Means of Transportation	Travelling Allowance
Departure	Arrival		

TIME		Means of Transportation	Travelling Allowance
Departure	Arrival		

	Means of	Travelling
Arrival	Transportation	Allowance

Means of transportation	Travelling Allowance
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Means of Transportation	Travelling Allowance
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Travelling Allowance

Travelling Allowance

Dec. 1	VSU - Tacloban City	5:00 AM	7:30 AM	VSU Vehicle	
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VSU - Tacloban City	5:00 AM	7:30 AM	VSU Vehicle	
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5:00 AM	7:30 AM	VSU Vehicle	
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7:30 AM	VSU Vehicle	
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VSU Vehicle	
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Tacloban City - VSU	2:30 PM	5:00 PM	VSU Vehicle	
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2:30 PM	5:00 PM	VSU Vehicle	
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5:00 PM	VSU Vehicle	
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VSU Vehicle	
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Per diem				300.00
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300.00

Incidental				150.00
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150.00

CHARGED TO:	Office the President	TOTAL	450.00
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Office the President	TOTAL	450.00
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TOTAL	450.00
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450.00

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.	Prepared by (Official / Employee) CALEXTRO AURE Employee Signature
	Approved by (Head of Agency) EDGARDO E. TULIN University President
ELIZA D. ESPINOSA Immediat Supervisor	

Prepared by (Official / Employee

CALEXTRO AURE
Employee Signature

CALEXTRO AURE
Employee Signature

CALEXTRO AURE
Employee Signature

Approved by (Head of Agency)
EDGARDO E. TULIN
University President

ELIZA D. ESPINOSA	EDGARDO E. TULIN
Immediat Supervisor	University President

ELIZA D. ESPINOSA	EDGARDO E. TULIN
Immediat Supervisor	University President

EDGARDO E. TULIN
University President

DGARDIO E. TULIN
University President

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated November 15, Dec 10, & Dec 28, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☒ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE
Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA
Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated January 3, 7 & 9, 2022 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☒ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated February 8, 2022 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☒ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated October 30, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☐ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated DEcember 7,2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Oher deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Apperance
- ☒ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated December 11-19, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☒ Others RER

Respectfully submitted

MARLITO M. BANDE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated December 11-19, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☒ Others RER

Respectfully submitted

KLEER JEANN LONGATANG
LEONARD PAOLO LONGATANG
KAREN GUNDEMARO
ROSE MARY F. OQUIAS
Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA
Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated December 11-19, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☒ Others RER

Respectfully submitted

JIMMY POGOSA

ROMEO DELOS SANTOS

JIMMY BALLESTEROS

JEFFREY ROMEO

FEDILITO ALMERODA

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated June 4 & 12, 2022 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☒ Used tickets
- ☐ Certificate of Appearance
- ☐ Others _____

Respectfully submitted

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

LIQUIDATION REPORT VISAYAS STATE UNIVERSITY Agency		No. Date June 8, 2023 Responsibility Center ITEEM Code ISS 49 Scuba Diving	
PARTICULARS			AMOUNT
PETTY CASH dated November 14, 2022 Less: Office supplies Expenses 4,922.45 Travel expenses 80.00 5,002.45			Php 5,000.00
TOTAL AMOUNT SPENT			Php 5,002.45
AMOUNT OF CASH ADVANCE PER DV NO.			Php 5,000.00
AMOUNT REFUNDED PER OR NO.			Php -
AMOUNT TO BE REIMBURSED / COLLECTIBLE			Php 2.45
[A] Certified correctness of the documents above data ELIZA D. ESPINOSA Claimant	[B] Certified purpose of travel cash advance duly accomplished DENNIS P. PEQUE Immediate Supervisor	[C] Certified supporting complete and proper NICK FREDDY R. BELLO OIC Head, Accounting Office	