



**VISAYAS**  
STATE UNIVERSITY

DEPARTMENT OF  
**ECONOMICS**

February 12, 2025

**Dr. Ivy Prose G. Yepes**  
President  
Visayas State University  
Visca, Baybay City

**Dear Maam:**

I am writing to formally explain the delay in processing my reimbursement for my official trip to Manila in December 6-8 2024, where I accompanied my students attending the EQUINOMIX 2024 event at San Beda University Manila. Unfortunately, I was unaware that reimbursement for travel conducted in 2024 had to be completed within the same fiscal year, and I was only able to process my claim in 2025.

The delay was due to my unfamiliarity with the specific reimbursement timeline and requirements. Additionally, during that period, I was preoccupied with preparations for my wedding, which contributed to the oversight. I acknowledge that it was my responsibility to ensure timely processing, and I sincerely regret the inconvenience this has caused. Given that the travel was undertaken for official purposes and at my personal expense, I respectfully request your consideration in processing my reimbursement despite the lapses.

In this regard, I would like to request your favorable approval that I can still claim the said travel expenses chargeable to whatever available funds.

I assure you that I will be more diligent in adhering to financial policies moving forward.

Thank you for your understanding and consideration. Please let me know if there are any further requirements or steps I need to take.

Sincerely,

**ISRAEL C. EMBAYARTE**  
Instructor, DOE

Certified Funds Available:

**LOUELLA C. AMPAC**  
Financial Management Director

Approved:

**IVY PROSE G. YEPES**  
President



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