VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

ITINERARY OF TRAVEL No. Date: 15-Mar-23

CHARLINDO S. TORRION INSTRUCTOR I NAME: Position:

Official Station: Department of Meteorology Residence: Banahaw Residence Hall, VSU

Purpose of Travel: To attend the Philippine Meteorological Society Convention 2023 (March 21-22, 2023) and World Meteorological Day 2023 - Scientific Forum (March 23, 2023)

| DATE 2023 | PLACES TO BE VISITED | TIME OF DEPARTURE | TIME OF ARRIVAL | Means of Transportation | EXPENSE | TOTAL | |
|-------------------|---|-------------------|--------------------|----------------------------|----------|-----------|---------------------------------------|
| March 20, 2021 | VSU-Baybay City | 9:30 AM | 9:45 AM | Multicab | 20.00 | 20.00 | |
| March 20, 2021 | Baybay City to Tacloban Airport | 10:00 AM | 12:00 PM | Van | 400.00 | 400.00 | |
| March 20, 2021 | Tacloban-Manila (v.v.) | 1:00 PM | 3:00 PM | Airplane | 8,015.00 | 8,515.00 | (Amount is good for roundtrip ticket) |
| March 20, 2023 | NAIA to Hotel | 3:30 PM | 5:00 PM | P2P Bus | 200.00 | 200.00 | |
| March 20, 2023 | Per Diem | | | | 2,200.00 | 2,200.00 | |
| | PMS Convention 2023 Registration Fee | | | | | 3,000.00 | pila ni Sir |
| March 21-22, 2023 | PMS Convention 2023 | | | | | - | |
| March 23, 2023 | World Meteorological Day Scientific Forum | | | | | - | |
| March 21-23, 2023 | Per Diem (March 21-23) | | | | 6,600.00 | 6,600.00 | 6600 |
| March 24, 2023 | Hotel to NAIA | 1:00 PM | 2:30 PM | P2P Bus | 200.00 | 200.00 | |
| March 24, 2023 | NAIA to Tacloban Airport | 3:30 PM | 5:30 PM | Airplane | - | - | |
| March 24, 2023 | Tacloban Airport to Baybay City | 6:00 PM | 8:00 PM | Van | 400.00 | 400.00 | |
| March 24, 2023 | Baybaycity - VSU | | | | 20.00 | 20.00 | |
| March 24, 2023 | Per Diem | | | | 1,500.00 | 1,500.00 | |
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| | | | | TOTAL | | 23,035.00 | |

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