



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH AND  
DEVELOPMENT STUDIES**

**Dr. Daniel Leslie S. Tan**  
OIC President  
Visayas State University

1 February 2024

Through: **Dr. Edgardo E. Tulin**  
Vice President  
Administration and Finance  
Visayas State University

Dear Dr. Tan,

I hope this letter finds you well. My name is Merry Jean A. Caparas, a faculty member of the Institute for Strategic Research and Development Studies (ISRDS) and a project leader of the research on "Assessment on the Disposal and Management of Single-Used Hygienic Products and Its Impact on Water Resources" funded by the VSU Internationalization Fund. I am writing to address a matter regarding transportation expenses incurred during my recent travel to present our findings at the International Conference of Philippine Women's and Gender Association of the Philippines at the Bukidnon State University on 22-24 November 2023, and the following Meeting with Davao City Water District on 26 November 2023 for the organization of a seminar on Water Rights, that may not be accompanied by receipts.

During the trip, most transportation services we utilized in the Mindanao area were not directly affiliated with companies. We found it more convenient to take vans outside the terminal since it will not have several stops, making the journey faster and less hassle. Unfortunately, this led to a situation where I could not obtain receipts for certain transportation expenses.

Following the meeting with the Davao City Water District and the visitation of their water treatment facilities, we headed to a field visit of their watershed reserve in Malagos, 32 kilometers away from Davao. With the considerable distance, we found it necessary to rent a car for transportation and shared the cost with the Davao City Water District. The rental cost amounted to 1000 pesos. Unfortunately, no receipt was provided for the transaction.

I assure you that every effort was made to adhere to the university's policies and procedures for expense reporting. However, due to the nature of the transportation options available and the circumstances of the trip, obtaining formal receipts proved challenging. In some instances, local taxis, vans, or ride-sharing services were the only quicker means of transportation available. These services often operate on a cash basis or do not provide detailed receipts. Other public transport, such as motorcycles and ticketing systems, did not provide paper receipts, making it difficult to document the expenses.

I am committed to ensuring transparency and accountability in all my dealings with university funds. To that end, I have provided:

- A detailed travel itinerary with the expenses incurred;
- Summary of the costs with no receipts; and



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- Travel report

I am also willing to sign an affidavit affirming the accuracy and legitimacy of these expenses and providing additional information as needed.

I look forward to your approval of these expenses to be acknowledged by the University Accounting Office. If you require further information or clarification, please do not hesitate to contact me at 565-0600 loc. 1049 or [merry.caparas@vsu.edu.ph](mailto:merry.caparas@vsu.edu.ph).

Thank you for your time and consideration of this matter.

Respectfully yours,

  
**Merry Jean Caparas**  
Faculty, ISRDS