

Revised January 1992

## ITINERARY OF TRAVEL

Date: December 11, 2023

No.

Name **Shaira B. Manapsal**Position **Agricultural Technician I**Official Station **VSU - ITEEM**Residence **Visayas State University**

## PURPOSE

**To attend the Video Production Training at Bacolod, Negros Occidental on November 27, 2023 to December 8, 2023.**

2023	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
26-Nov-23	VSU - Daniel Z. Romualdez International Airport, Tacloban City	03:00AM	05:00AM	Van	
	Daniel Z. Romualdez International Airport, Tacloban City - Cebu Mactan International Airport	06:25AM	07:55AM	Aircraft	
	Cebu Mactan International Airport - Bacolod-Silay International Airport	11:55AM	01:20PM	Aircraft	
	Bacolod-Silay International Airport - USLS Eco-park Granada, Bacolod City	02:00PM	03:00PM	Van Service	
	<i>Incidental Expenses</i>				360.00
	<i>Meals</i>				540.00
27-Nov-23 to 08- Dec-23	<i>Incidental Expenses</i>			360.00 x 12 days	4,320.00
9-Dec-23	USLS Eco-park Granada, Bacolod City - Bacolod-Silay International Airport	04:00AM	05:30AM	Van Service	
	Bacolod-Silay International Airport - Cebu Mactan International Airport	07:10AM	08:10AM	Aircraft	
	Cebu Mactan International Airport - Daniel Z. Romualdez International Airport, Tacloban City	12:45PM	01:45PM	Aircraft	
	Tacloban City - VSU	02:30PM	05:30PM	Van	
	<i>Incidental Expenses</i>				360.00
	<i>Meals</i>				540.00
CHARGED TO:	VASC			TOTAL	6,120.00

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)

**SHAIRA B. MANAPSAL**

Employee Signature

Approved by (Head of Agency)

**TEOFANES A. PATINDOL**

Immediate Supervisor

**DANIEL LESLIE S. TAN**

OIC, University President