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|---|--|--|--------------------------------|--|---------|----------------------|-----------------------------|
| BUDGET UTILIZATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY Entity Name | | | | Serial No. : _____ Date : <u>June 13, 2023</u> Fund Cluster : <u>STF-Extension</u> | | | |
| Payee | | MELODINA P. EDULLANTES | | | | | |
| Office | | Institute for Strategic Research and Development Studies (ISRDS) | | | | | |
| Address | | Visayas State University, Visca, Baybay City, Leyte | | | | | |
| Responsibility Center | Particulars | MFO/PAP | UACS Object Code/ Expenditures | Amount | | | |
| ISRDS-BIDANI | To CASH ADVANCE for travel expenses incurred in attending the BIDANI Network National Convention at Umali Auditorium, SEARCA, UPLB, Laguna on July 11-15, 2023 as per supporting papers hereto attached in the amount of | STF-Extension | | 20,412.00 | | | |
| Total | | | | 20,412.00 | | | |
| A. Certified: Charges to appropriation/budget necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal Signature : _____ Printed Name: MOISES NEIL V. SERIÑO Position : <u>Dean, CME</u> Head, Requesting Office/Authorized Representative Date : _____ | | B. Certified: Budget available and utilized for the purpose/adjustment necessary as indicated above Signature : _____ Printed Name: ALICIA M. FLORES Position : <u>Admin. Officer V</u> Head, Budget Division/Unit/Authorized Representative Date : _____ | | | | | |
| C. STATUS OF UTILIZATION | | | | | | | |
| Reference | | | Amount | | | | |
| Date | Particulars | BURS/JEV/RCI/ RADAI/RTRAI No. | Utilization | Payable | Payment | Balance | |
| | | | (a) | (b) | (c) | Not Yet Due (a-b) | Due and Demandable (b-c) |
| | | | | | | | |

ITINERARY OF TRAVEL

Entity Name : **VISAYAS STATE UNIVERSITY**Fund Cluster: **STF-Extension**

No.: _____

| Name : MELODINA P. EDULLANTES | | | | Date of Travel : JULY 11-15, 2023 | | | | |
|--|---|---------------------|----------|---|----------------------|-------------|--------|-----------------|
| Position : Science Research Specialist | | | | Purpose of Travel : To attend the BIDANI Network National | | | | |
| Official Station : ISRDS | | | | Convention at Umali Auditorium, SEARCA, UPLB, Laguna | | | | |
| Date | Places to be visited (Destination) | T I M E | | Means of Transportation | Transpor- station | Per Diem | Others | Total Amount |
| | | Departure | Arrival | | | | | |
| July 11, 2023 | VSU to Tac. Airport | 8:00AM | 10:00AM | CV Plane (Round Trip) | | | | 9,952.00 |
| | Tac. Airport-Mla. Airport | 12:30PM | 1:30PM | | | | | |
| | Mla. Airport-Bus Terminal | 2:30PM | 3:00PM | Taxi Bus | 300 200 | 1,980.00 | | 2,480.00 |
| | Bus Terminal-UPLB | 3:00PM | 4:00PM | | | | | |
| July 12, 2023 | Convention (SEARCA) | 8:00AM | 5:00 PM | | | 2,200.00 | | 2,200.00 |
| July 13, 2023 | Convention (SEARCA) | 8:00AM | 5:00PM | | | 2,200.00 | | 2,200.00 |
| July 14, 2023 | UPLB-Bus Terminal,Mla | 2:00PM | 4:00PM | Bus Taxi | 300 200 | 2,200.00 | | 2,700.00 |
| | MlaBus Terminal-Pasay at Visca Manila Office | 4:00PM | 5:00PM | | | | | |
| July 15, 2023 | VMO Pasay-Mla. Airport | 9:00AM | 10:00AM | Taxi Plane | 300 | 880.00 | | 880.00 |
| | Mla. Airport-Tac. Airport Tac. Airport-VSU x-x-x-x-x- | 11:00AM 1:00P.M. | 12:00P.M | | | | | |
| TOTAL | | | | | | | | 20,412.00 |

I certify that : (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

LILIAN B. NUÑEZ
Signature over Printed Name
Immediate Supervisor

Prepared by :

MELODINA P. EDULLANTES
MELODINA P. EDULLANTES
Signature over Printed Name

Approved by:

EDGARDO E. TULIN
Signature over Printed Name
Agency Head/Authorized Representative

| | | | | |
|---|--|--------------------------------|--|------------------|
| VISAYAS STATE UNIVERSITY Entity Name | | | Fund Cluster : STF | |
| DISBURSEMENT VOUCHER | | | Date : June 9, 2023 DV No. : | |
| Mode of Payment | <input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify) | | | |
| Payee | Melodina P. Edullantes | TIN/Employee No.: | ORS/BURS No.: | |
| Address | Visayas State University, Visca, Baybay City, Leyte | | | |
| Particulars | | Responsibility Center | MFO/PAP | Amount |
| To. CASH ADVANCE for travel expenses incurred in attending the BIDANI Network National Convention at Umali Auditorium, SEARCA, UPLB, Laguna on July 11-15, 2023 as per supporting papers hereto attached in the amount of | | ISRDS | STF-Extension | 20412.00 |
| Amount Due | | | | 20,412.00 |
| A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. | | | | |
| MOISES NEIL V. SERIÑO Dean, CME Printed Name, Designation and Signature of Supervisor | | | | |
| B. Accounting Entry: | | | | |
| Account Title | | UACS Code | Debit | Credit |
| | | | | |
| C. Certified: | | D. Approved for Payment | | |
| <input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper | | | | |
| Signature | | Signature | | |
| Printed Name | NICK FREDDY R. BELLO | Printed Name | EDGARDO E. TULIN | |
| Position | Accountant II Head, Accounting Unit/Authorized Representative | Position | President Agency Head/Authorized Representative | |
| Date | | Date | | |
| E. Receipt of Payment | | | | JEV No. |
| Check/ADA No. : | | Date : | Bank Name & Account Number: | |
| Signature : | MPEdullantes | Date : | Printed Name: | |
| Official Receipt No. & Date/Other Documents | | | | Date |