

LIQUIDATION REPORT
VISAYAS STATE UNIVERSITY
 Agency

No.

Date

Responsibility
Code:

PARTICULARS

Amount

Liquidation of Cash Advance for Travel Expenses as per papers
 attached.....

less: Actual Expenses
 Amount refundable

19,910.00

14,905.72

5,004.28

TOTAL AMOUNT SPENT

AMOUNT OF CASH ADVANCE PER DV NO. _____

Dated:

14,905.72

AMOUNT REFUNDABLE PER OR NO. _____

Dated:

19,910.00

AMOUNT TO BE REIMBURSED

5,004.28

A Certified: Correctness of the
 above data

PASTOR P. GARCIA
 Claimant

B Certified: Purpose of travel/cash
 advance duly accomplished

DHENBER C. LUSANTA
 Supervisor

Certified: Supporting documents
 complete and proper

NICK FREDDY R. BELLO
 Head, Acctg. Div.

ITINERARY OF TRAVEL

(Appendix A)

Revised January 1992

ITINERARY OF TRAVEL NO.	Date: November 16-20, 2022
Name: PASTOR P. GARCIA	Position: BAC Member
OFFICIAL STATION: VSU Main	Residence: Baybay City, Leyte

Purpose: To conduct post-qualification of suppliers in Diliman, QC etc.

Date (2022)	Places to be Visited	Time		Means of Transportation	Travelling Allowances
		Departure	Arrival		
Nov 16	VSU Campus - Tacloban Airport	3:00 AM	5:30 AM	VSU Vehicle	
	Tacloban - NAIA Manila	2:35 PM	4:05 PM	Airplane	6,921.72
	NAIA- Heritage Hotel	4:30PM	5:00PM	PUJ	40.00
	Heritage Hotel -VSU Office	5:20 PM	6:00 PM	PUJ	12.00
	Per Diem				2,200.00
Nov 17	VSU Office - LRT2 Blumentrit Station	6:30 AM	7:00 AM	PUJ	12.00
	LRT2 Blumentrit station-Antipolo station	7:20AM	7:40AM	Train	30.00
	Post Qualification of Serv Ent.	8:30 AM	9:20 AM		
	Antipolo Rizal - Tiaong, Guiginto, Bulacan (EP Material Testing Center)	9:30 AM	12:30 PM		
	Post Qualification of Prexiphil	1:10 PM	1:50 PM		
	Guiginto, Bulacan - Balut, Tondo (Prexiphil Office)	2:00 AM	3:40 nn		
	Post Qualification of Prexiphil	4:00 PM	4:50 PM		
	Balut, Tondo - VSU Office, Pasay	5:00 PM	7:00 PM		
	Per Diem				2,200.00
Nov 18	VSU Office - Suiza Medical Enterprise, Champaca, Las Piñas City	6:30 AM	8:30 AM		
	Post Qualification of Labotech Trading	8:40 AM	9:40 AM		
	Las Piñas City - San Antonio Valley, Parañaque City (Labotech Trading Office)	10:00 AM	11:00 AM		
	Post Qualification of Labotech Trading	11:10 AM	12:10 nn		
	Parañaque City- VSU Office, Pasay	1:00 PM	2:30 PM		
	Per Diem				2,200.00
Nov 19	Personal				
Nov 20	VSU Office - NAIA	7:30 AM	8:40 AM		
	NAIA - Tacloban Airport	10:00 AM	11:35 AM	Plane	
	Tacloban Airport - Van Terminal	1:00 PM	1:30 PM	PUJ	50.00
	Tacloban - Baybay	2:00PM	4:00PM	Van	300.00
	Baybay Terminal - Residence	4:20PM	5:00PM	Tricycle	20.00
	Per Diem				920.00
GRAND TOTAL					14,905.72

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

DHENBER C. LUSANTA
Supervisor

Prepared by (Official Employee)

PASTOR P. GARCIA
(Official Employee)

Approved by (Head of Agency)

EDGARDO E. TULIN
President