

ITINERARY OF TRAVEL

(Appendix A)

Revised January 1992

ITINERARY OF TRAVEL NO.	Date: June 22-29, 2024
Name: Ulysses A. Cagasan	Position: Professor
OFFICIAL STATION: VSU Main campus	Residence: Baybay City, Leyte
Purpose: To participate/attend/present the 2024 PMCP annual conference in Boracay, Philippines	

Date (2023)	Places to be Visited	Time		Means of Transportation	Travelling Allowances
		Departure	Arrival		
June 22, 2024	VSU - Baybay	7:00pm	7:30pm	Multicab	PhP 20.00
	Baybay Pier - Cebu Pier	8:00 PM	4:00 AM	Slow Boat	PhP 600.00
June 23, 2024	Cebu Pier - Mactan Airport	5:30 AM	6:30 AM	Taxi	PhP 250.00
	Mactan Airport - Caticlan Airport	8:30 AM	9:50 AM	PAL	PhP 6,000.00
	Caticlan Airport - Caticlan pier	10:45 AM	2:15 AM	Van	PhP 75.00
	Caticlan Pier- Boracay Station	3:00 AM	4:30 AM	boat	PhP 200.00
	Per Diem				PhP 1,800.00
June 24- 28, 2024	At Boracay attending the annual PMCP Conference				
	Per Diem				PhP 9,000.00
June 29, 2024	Boracay - Caticlan Pier	5:00 AM	6:30 AM	Boat	PhP 200.00
	Caticlan pier- Caticlan airport	7:30am	8:20 AM	Van	PhP 75.00
	Caticlan airport - Mactan airport	11:00 AM	12:00 PM	PAL	-
	Mactan Airport - Cebu Pier	1:00 PM	2:00 PM	taxi	PhP 250.00
	Cebu Pier - Ormoc City	2:30:pm	5:00:pm	fastcraft	PhP 1,100.00
	Ormoc -VSU	5:30pm	6:30pm	Van	PhP100.00
	Per Diem				PhP 1,800.00
GRAND TOTAL					PhP 21,670.00

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


DIONESIO M. BAÑOC
 Supervisor

Prepared by (Official Employee)


ULYSSES A. CAGASAN
 (Official Employee)

Approved by (Head of Agency)

PROSE IVY G. YEPES
 President