

No.

Name	CALEXTRO O. AURE	Position	Driver
Official Station	VSU - ITEEM	Residence	Visayas State University

PURPOSE	REIMBURSEMENT of official travel expenses dated October 30, 2021(see attached trip ticket)
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[illegible]

CHARGED TO:	20201050-10.13.43	TOTAL	1,081.16
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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

CALEXTRO AURE

Employee Signature

Approved by (Head of Agency)

ELIZA D. ESPINOSA

EDGARDO E. TULIN

Immediat Supervisor

University President

Revised January 1992

ITINERARY OF TRAVEL

Date: December 7, 2021

No.

Name	CALEXTRO O. AURE		Position	Driver	
Official Station	VSU - ITEEM		Residence	Visayas State University	
PURPOSE	REIMBURSEMENT of official travel expenses dated December 1, 2021(see attached trip ticket)				
2021	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
Dec. 1	VSU - Tacloban City	5:00 AM	7:30 AM	VSU Vehicle	
	Tacloban City - VSU	2:30 PM	5:00 PM	VSU Vehicle	
	Per diem				300.00
	Incidental				150.00
					-
CHARGED TO:	Office the President			TOTAL	450.00
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)		
			CALEXTRO AURE Employee Signature		
			Approved by (Head of Agency)		
ELIZA D. ESPINOSA			EDGARDO E. TULIN		
Immediat Supervisor			University President		

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated November 15, Dec 10, & Dec 28, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☐ Others _____

Respectfully submitted

JIMMY POGOSA

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated January 3, 7 & 9, 2022 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☒ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated February 8, 2022 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☒ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated October 30, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☐ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated DEcember 7,2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Oher deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Apperance
- ☒ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated December 11-19, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☒ Others RER

Respectfully submitted

MARLITO M. BANDE
Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA
Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated December 11-19, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☒ Others RER

Respectfully submitted

KLEER JEANN LONGATANG
LEONARD PAOLO LONGATANG
KAREN GUNDEMARO
ROSE MARY F. OQUIAS
Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA
Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated December 11-19, 2021 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☒ Others RER

Respectfully submitted

JIMMY POGOSA

ROMEO DELOS SANTOS

JIMMY BALLESTEOS

JEFFREY ROMEO

FEDILITO ALMERODA

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

ELIZA D. ESPINOSA

Immediate Supervisor

VISAYAS STATE UNIVERSITY

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN

Agency Head

ITEEM, VSU

Station

I CERTIFY THAT I have completed the travel authorized in the ITINERARY OF TRAVEL No. _____ dated October 22-23, 2022 under condition indicated below.

- ☐ Strictly accordance with the approved itinerary
- ☐ Cut short as explained below. Express payment in the amount of P _____ was refunded under O.R.No. _____
- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☐ Others _____

Respectfully submitted

JEANNETTE EDANO

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

MARLITO M. BANDE

Immediate Supervisor

LIQUIDATION REPORT VISAYAS STATE UNIVERSITY		No. Date 11/8/2023 Responsibility Center ITEEM Code Exxtension 81
Agency		
PARTICULARS	AMOUNT	
PETTY CASH	Php 21,455.00	
Less: Expenses		
Supplies/materials	1,160.00	
Growers	3,334.00	
Gasoline	506.00	
	5,000.00	
TOTAL AMOUNT SPENT	Php 5,000.00	
AMOUNT OF CASH ADVANCE PER DV NO.	Php 5,000.00	
AMOUNT REFUNDED PER OR NO.	Php -	
AMOUNT TO BE REIMBURSED / COLLECTIBLE	Php -	
[A] Certified correctness of the documents above data	[B] Certified purpose of travel cash advance duly accomplished	[C] Certified supporting complete and proper
ELIZA D. ESPINOSA Claimant	TEOFANES A. PATINDOL Immediate Supervisor	NICK FREDDY R. BELLO Head. Accounting Office