Revised January 1992

ITINERARY OF TRAVEL				Date: February 10, 2022	
No.					
Name	CALEXTRO O. AURE		Position	Driver	
Official Station	VSU - ITEEM		Residence	Visayas State University	
PURPOSE	To fetch and conduct EcoSAP project staff & field assessment of the wild population of Aquilaria at Brgy. Pinamanagan & Brgy. New Taligue, Abuyog Leyte				

2021	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
Nov. 15	VSU - Brgy. Taligue Abuyog, Leyte	6:00 AM	8:30 AM	VSU Vehicle	
	Brgy. Taligue - VSU	3:00 PM	5:00 PM	VSU Vehicle	
	Per diem				300.00
	Incidental				150.00
Dec. 10	VSU - Brgy. Pinamanagan, Abuyog, Leyte	1:00 PM	3:30 PM	VSU Vehicle	
	Brgy. Pinamanagan - VSU	5:00 PM	7:30 PM	VSU Vehicle	
	Per diem				300.00
	Incidental				150.00
Dec. 28	VSU - Brgy. Taligue Abuyog, Leyte	6:00 AM	8:00 PM		
	Brgy. Taligue - VSU	6:00 PM	8:00 PM		
	Per diem				300.00
	Incidental				150.00
					-
CHARGED TO:	VSU IP 2021.9			TOTAL	1,350.00

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

Immediat Supervisor

EDGARDO E. TULIN

University President

Revised January 1992

ITINERARY OF TRAVEL — Date: February 10, 2022

No.

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

PURPOSE: To conduct EcoSAP project & fetch EcoSAP project research staff at Brgy. New Taligue Abuyog, Leyte

2022	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
Jan 3	VSU - Brgy. Taligue Abuyog, Leyte	1:00 PM	3:00 PM	VSU Vehicle	
	Brgy. Taligue - VSU	5:30 PM	8:00 PM	VSU Vehicle	
	Per diem				150.00
	Incidental				150.00
7	VSU - Brgy. Pinamanagan, Abuyog, Leyte	5:00 AM	7:30 AM	VSU Vehicle	
	Brgy. Pinamanagan - VSU	10:00 AM	1:00 PM	VSU Vehicle	
	Per diem				300.00
	Incidental				150.00
9	VSU - Brgy. Taligue Abuyog, Leyte	6:00 AM	8:30 AM	VSU Vehicle	
	Brgy. Taligue - VSU	10:00 AM	2:00 PM	VSU Vehicle	
	Per diem				
	Incidental				
	14,101.00/22/8 X 1.5=120.17 X 7				841.25
					-
CHARGED TO:	ELTI 360			TOTAL	1,591.25

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: February 11, 2022

No.

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

PURPOSE: REIMBURSEMENT of official travel expenses dated February 8, 2022(see attached trip ticket)

2022	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
Feb. 8	VSU - Maasin	5:00 AM	8:00 AM	VSU Vehicle	
	Maasin City - Macrohon	8:30 AM	9:30 AM	VSU Vehicle	
	Macrohon - Padre Burgos	10:00 AM	11:00 AM	VSU Vehicle	
	Padre Burgos - Malitbog	11:30 AM	12:00 PM	VSU Vehicle	
	Malitbog - VSU	1:00 PM	3:00 PM	VSU Vehicle	
	Per diem				300.00
	Incidental				150.00
					-
CHARGED TO:	IEPR FUNDS			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.

ELIZA D. ESPINOSA
Immediate Supervisor

Prepared by (Official / Employee

CALEXTRO AURE
Employee Signature

Approved by (Head of Agency)

EDGARDO E. TULIN
University President

Revised January 1992

ITINERARY OF TRAVEL				Date: November 25, 2021	
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)				

2021	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
Oct. 30	VSU - Inopacan, Leyte	6:00 AM	7:00 AM	VSU Vehicle	
	Inopacan - VSU	3:00 PM	4:00 PM	VSU Vehicle	
	14,101.00/22/8X1.5=120.17 X 9				1,081.16
					-
CHARGED TO:	20201050-10.13.43			TOTAL	1,081.16

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

Immediat Supervisor

EDGARDO E. TULIN

University President

Revised January 1992

ITINERARY OF TRAVEL				Date: June 24, 2022	
No.					
Name	CALEXTRO O. AURE		Position	Driver	
Official Station	VSU - ITEEM		Residence	Visayas State University	
PURPOSE	REIMBURSEMENT of official travel expenses dated June 4 & 12, 2022(see attached trip ticket)				

2022	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
June 4	VSU - Ormoc City	6:00 AM	7:00 AM	VSU Vehicle	
	Ormoc City - VSU	11:00 AM	12:00 PM	VSU Vehicle	
	14,676.00/22/8 X 1.5=125.07 X 6				750.42
12	VSU - Ormoc City	9:00 AM	10:00 AM	VSU Vehicle	
	Ormoc City - VSU	6:00 PM	7:00 PM	VSU Vehicle	1,000.56
					-
CHARGED TO:	ELTI 360			TOTAL	1,750.98

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

Immediat Supervisor

EDGARDO E. TULIN

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
[ ] Oher deviation as explained below.

Explanation or Justifications:

Evidence of Travel

[ ] Used tickets
[ ] Certificate of Apperance
[X] 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 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
[ ] Oher deviation as explained below.

Explanation or Justifications:

Evidence of Travel

[ ] Used tickets
[ ] Certificate of Apperance
[X] 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
[ ] Oher deviation as explained below.

Explanation or Justifications:

Evidence of Travel

[ ] Used tickets
[ ] Certificate of Apperance
[X] 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
[ ] 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 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
[X] 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
[ ] Oher deviation as explained below.

Explanation or Justifications:

Evidence of Travel

[ ] Used tickets
[X] Certificate of Apperance
[X] 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
- [ ] Oher deviation as explained below.

Explanation or Justifications:

Evidence of Travel

- [ ] Used tickets
- [X] Certificate of Apperance
- [X] 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
[ ] Oher deviation as explained below.

Explanation or Justifications:

Evidence of Travel

[ ] Used tickets
[X] Certificate of Apperance
[X] Others RER

Respectfully submitted
JIMMY POGOSA
ROMEO DELOS SANTOS
JIMMY BALLESTEROS
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 June 4 & 12, 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
[ ] Oher deviation as explained below.

Explanation or Justifications:

Evidence of Travel

[X] Used tickets
[ ] Certificate of Apperance
[ ] Others _________________

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

LIQUIDATION REPORT VISAYAS STATE UNIVERSITY Agency	No. Date Nov. 21,2023 Responsibillity Center ITEEM Code VSU IP 2021.9

PARTICULARS		AMOUNT
PETTY CASH dated October 12,2023		Php 5,000.00
Less:		
Bamboo poles	5,000.00	
	-	
	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
JIMMY O. POGOSA Claimant	TEOFANES A. PATINDOL Immediate Supervisor	NICK FREDDY R. BELLO Head, Accounting Office