Revised January 1992					
ITINERARY OF T	RAVEL			Date: February 1	0, 2022
No.					
Name	CALEXTRO O. AURE		Position	Driver	
Official Station	VSU - ITEEM		Residence	Visayas State Un	iversity
PURPOSE	To fetch and conduct EcoSAP project Aquilaria at Brgy. Pinamanagan & B				ation of
2021	Place of be visited (Destination) TIME Means of Departure Arrival Transportation				Travelling
N 15	VCII. Burn Taliana Alamaa a Lanta	·			Allowance
Nov. 15	VSU - Brgy. Taligue Abuyog, Leyte	6:00 AM		VSU Vehicle	
	Brgy. Taligue - VSU	3:00 PM	5:00 PM	VSU Vehicle	200.00
	Per diem				300.00
	Incidental	4 00 514			150.00
Dec. 10	VSU - Brgy. Pinamanagan, Abuyog, Leyte	1:00 PM	3:30 PM		
	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 2023	1.9		TOTAL	1,350.00
			Prepared by (Official / Employee		
-	have reviewed the foregoing itinerary				
travel is necessary to the service, (3) the period covered is reasonable and (4) the expense claimed are proper.		red is	CALEXTRO AURE		
				Employee Signatur	
				(Head of Agency	
				3 ,	
	ELIZA D. ESPINOSA		EDGARDO E. TULIN		
	Immediat Supervisor		l	Jniversity Preside	nt

Revised January 1992					
ITINERARY OF T	RAVEL			Date: February 1	0, 2022
No.					
Name	CALEXTRO O. AURE		Position	Driver	
Official Station	VSU - ITEEM		Residence	Visayas State Un	iversity
PURPOSE	To conduct EcoSAP project & fetch Abuyog, Leyte	EcoSAP proj	ect research s		-
2022	Place of be visited (Destination)	TI Departure	ME Arrival	Means of Transportation	Travelling Allowance
Jan 3	VSU - Brgy. Taligue Abuyog, Leyte	1:00 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	130.00
	Brgy. Pinamanagan - VSU	10:00 AM	1:00 PM		
	Per diem	10.00 7 (14)	1.00 1 141	v 30 vernere	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		
	Per diem	10.00 AIVI	2.00 F IVI	v30 veriicie	
	Incidental				
	14,101.00/22/8 X 1.5=120.17 X 7				841.25
	14,101.00/22/0 X 1.3-120.17 X 7				
					-
CHARGED TO:	ELTI 360			TOTAL	1,591.25
	nave reviewed the foregoing itinerary		Prepared by (Official / Employee		
travel is necessary to the service, (3) the period covered is reasonable and (4) the expense claimed are proper.			CALEXTRO AUR Employee Signatur		
		Approved by (Head of Agency)			
	FLIZA D. FCDINIOCA			CARDO E TU	II TNI
	ELIZA D. ESPINOSA		EL	gardo e. tu	LIIN

	Immediat Supervisor			University Preside	nt
Revised January 1992					
ITINERARY OF T	RAVEL			Date: February 1	1, 2022
No.			_	_	
Name	CALEXTRO O. AURE		Position	Driver	
Official Station	VSU - ITEEM		Residence	Visayas State Uni	iversity
PURPOSE	REIMBURSEMENT of official travel e	expenses dat	ed February 8,	, 2022(see attach	ed trip ticket)
2022	Place of be visited (Destination)	T	IME	Means of	Travelling
2022	Flace of be visited (Destination)	Departure	Arrival	Transportation	Allowance
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 FUND)S		TOTAL	450.00
I contifue the at (1)	have reviewed the forest in a life and	v (2) +b -	Prepared by	(Official / Employ	ee
-	have reviewed the foregoing itinerar	-			
travel is necessary to the service, (3) the period covered is reasonable and (4) the expense claimed are proper.		CALEXTRO AURE			
reasonable and	(4) the expense claimed are proper.			Employee Signatur	·e
			Approved by	(Head of Agency)
	ELIZA D. ESPINOSA		EDGARDO E. TULIN		
	Immediate Supervisor			University Preside	nt

Revised January 1992						
ITINERARY OF T	RAVEL			Date: November	25, 2021	
No.						
Name	CALEXTRO O. AURE		Position	Driver		
Official Station	VSU - ITEEM		Residence	Visayas State Uni	iversity	
PURPOSE	REIMBURSEMENT of official travel e	EIMBURSEMENT of official travel expenses dated October 30, 2021(see attached trip ticket				
2021	Place of be visited (Destination)	T]	ME	Means of	Travelling	
2021	Place of be visited (Destination)	Departure	Arrival	Transportation	Allowance	
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:	20201050-10.3	13.43		TOTAL	1,081.16	
travel is necessa	have reviewed the foregoing itinerary bry to the service, (3) the period cover (4) the expense claimed are proper.			CALEXTRO AUR Employee Signatur (Head of Agency	E ·e	
	ELIZA D. ESPINOSA		EC	GARDO E. TU	LIN	

	Immediat Supervisor		ι	Jniversity Preside	nt	
Revised January 1992						
ITINERARY OF T	RAVEL			Date: December	7, 2021	
No.						
Name	CALEXTRO O. AURE		Position	Driver		
Official Station	VSU - ITEEM		Residence	Visayas State Uni	versity	
PURPOSE	REIMBURSEMENT of official travel e ticket)	MBURSEMENT of official travel expenses dated December 1, 2021(see attached tri				
2021	Place of be visited (Destination) TIME Means of Departure Arrival Transportary				Travelling Allowance	
Dec. 1	VSU - Tacloban City	5:00 AM		· · · · · · · · · · · · · · · · · · ·		
	Tacloban City - VSU	2:30 PM				
	Per diem		3,00		300.00	
	Incidental				150.00	
						
CHARGED TO:	Office the Pres	ident		TOTAL	450.00	
travel is necessa	nave reviewed the foregoing itinerary ry to the service, (3) the period cover (4) the expense claimed are proper.			Official / Employe	E	
				Employee Signatur		
			Approved by	(Head of Agency)	

ELIZA D. ESPINOSA	EDGARDO E. TULIN
Immediat Supervisor	University President

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

			ITEEM, VSUStation	
I CERTIFY	THAT I	have completed the travel authoriz dated November 15, Dec 10, & Dec 28	zed in the ITINERARY OF TRAVEL No. 8, 2021 under condition indicated below.	
	[]	Strictly accordance with the approcurate Cut short as explained below. Explained below. Extended as explained below. Accordance with the approcurate Cut short as explained below. Accordance with the approcurate Cut short as explained below. Accordance with the approcurate Cut short as explained below. Accordance with the approcurate Cut short as explained below. Explained below.	press payment in the amount of d under O.R.No. dditional itinerary was submitted	
	[]	Oher deviation as explained below	W.	
Explanation	or Just	ifications:		_
Evidence of	Travel			
	[] [X] []	Used tickets Certificate of Apperance 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

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 th datedJanuary 3,7 & 9, 2022	e ITINERARY OF TRAVEL No. under condition indicated below.
	[] [] []	Strictly accordance with the approved itin Cut short as explained below. Express pa P was refunded under Extended as explained below. Additional Oher deviation as explained below.	ayment in the amount of O.R.No.
Explanatior	or Just	ifications:	
Evidence o	f Travel [] [] [X]	Used tickets Certificate of Apperance Others Trip ticket	
			Respectfully submitted
			CALEXTRO O. AURE

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

ELIZA D. ESPINOSA Immediate Supervisor

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

			ITEEM, VSU Station
I CEDTIEV	Τ⊔ΛΤΙ	have completed the travel authorize	d in the ITINERARY OF TRAVEL No.
T OLIVIII I		_ dated February 8, 2022	under condition indicated below.
	[] [] []	Strictly accordance with the approvement of the control of the con	ess payment in the amount of under O.R.Nolitional itinerary was submitted
Explanation	or Just	ifications:	
Evidence of	Travel		
	[] [X]	Used tickets Certificate of Apperance Others Trip ticket	
			Respectfully submitted
			CALEXTRO O. AURE

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

ELIZA D. ESPINOSA Immediate Supervisor

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

	•		ITEEM, VSU Station
I CERTIFY TI	HAT I	have completed the travel authori dated October 30, 2021	zed in the ITINERARY OF TRAVEL No. under condition indicated below.
	[] [] []	Strictly accordance with the approximate the control of the contro	press payment in the amount of d under O.R.No. dditional itinerary was submitted
Explanation o	r Justi	ifications:	
Evidence of T [[ravel	Used tickets Certificate of Apperance Others Trip ticket	
			Respectfully submitted

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

ELIZA D. ESPINOSA Immediate Supervisor

CALEXTRO O. AURE Employee

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 dated DEcember 7,2021	e ITINERARY OF TRAVEL No. under condition indicated below.
	[] [] []	Strictly accordance with the approved itine Cut short as explained below. Express pay P was refunded under C Extended as explained below. Additional Oher deviation as explained below.	yment in the amount of O.R.No.
Explanation	or Just	ifications:	
Evidence o	f Travel	Used tickets	
	[X]	Certificate of Apperance	
			Respectfully submitted
			CALEXTRO O ALIRE

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

ELIZA D. ESPINOSA Immediate Supervisor

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

	·			ITEEM, VSU Station	
I CERTIFY	THAT I	have completed the travel autho _ dated December 11-19, 20		ITINERARY OF TRAVEI under condition indicated	
	[] [] []	Strictly accordance with the application of the control of the con	Express pay ded under C Additional i	ment in the amount of D.R.No.	
Explanation	or Justi	fications:			
Evidence of	[]	Used tickets			
	[X]	Others RER			
				Respectfully submitted	
				MARLITO M. BANDE	

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

ELIZA D. ESPINOSA Immediate Supervisor

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 ir dated December 11-19, 2021	n the ITINERARY OF TRAVEL No. under condition indicated below.
[] []	Strictly accordance with the approved Cut short as explained below. Express P was refunded und	s payment in the amount of
[]	Extended as explained below. Addition Oher deviation as explained below.	
Explanation or Jus	etifications:	
Evidence of Travel	I	
[] [X]	Used tickets Certificate of Apperance 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

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

		ITEEM, VSUStation
I CERTIFY	THAT I	have completed the travel authorized in the ITINERARY OF TRAVEL No dated
	[] [] []	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	n or Just	fications:
Evidence o	f Travel	
	[] [X] [X]	Used tickets Certificate of Apperance 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

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

3 ,		ITEEM, VSU Station
I CERTIFY THA	T I have completed the travel autho dated October 22-23, 2022	rized in the ITINERARY OF TRAVEL No. under condition indicated below.
[] [] []	Cut short as explained below. E P was refund Extended as explained below.	Express payment in the amount of led under O.R.No. Additional itinerary was submitted
Explanation or J	ustifications:	
Evidence of Trav	vel	
[X] Certificate of Apperance	
		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 APRIL 19,2024

VIOATAO OTA	ATE ONIVERSITI	Responsibillity Center ITEEM	
/	Agency	Code ECO SAP VSU	J-IP-2021-9
	AMOUNT		
PRE TRAVEL dated MARCH 14-24, 2024			Php 121,950.00
	Less: Expenses		
	Field Suppli	es :	
	PIER DIEI		
	MOTORCYCLE FARE 15,750.00		
	ACCOMODA [*]	TION 25,200.00	
	BREAKFAS	ST 14,400.00	
	LUNCH	14,400.00	
	DINNER	14,400.00	
		121,950.00	
		1_1,000.00	
TOTAL AMOUNT SPEN	T		Php 121,950.00
AMOUNT OF CASH AD			Php 121,950.00
AMOUNT REFUNDED F			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
AMOUNT TO BE REIME	BURSED / COLLECTIBLE	<u> </u>	Php -
	[B] Certified purpose of travel	[C] Certified supporting complete	and
the documents above data	<u> </u>	proper	
	accomplished		
KLEER JEANN G. LONGATANG TEOFANES A. PATINDOL NICK FREDDY R. BELLO			RELLO
KLEER JEANN G. LONGATANG TEOFANES A. PATINDOL NICK FREDDY R. BE Claimant Immediate Supervisor Head, Accounting Of			
Cidillant	ininiodiate eupervisor	rieau, Accounting Office	