



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

TRAVEL REQUEST

May 4, 2022

Date

Name: **LOUELLA C. AMPAC**

(Signature)

Designation: Financial Management Director

Destination: Canigao Island, Matalom, Leyte

Date of Travel: May 5-6, 2022

Purpose: Budget and Finance Team Building

Estimated Expenses:

Source of Funds:

Transportation:

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DANIEL LESLIE S. TAN

Signature of Immediate Supervisor

RECOMMENDING APPROVAL:

Dept. Head/Chairman

n/a

(If other than Dept. Office Head)

n/a

Dir. Of Instruction/Research & Extension

APPROVED:

EDGARDO E. TULIN

President