

Revised January 1992					
ITINERARY OF TRAVEL				Date: 'January 2, 2024	
No.					
Name	ANDRES TAMBULI JR.		Position	Laborer	
Official Station	ITEEM		Residence	Visayas State University	
PURPOSE	LIQUIDATION: Conducted rapid biodiversity assessment in the watershed area and eco-park of Quinapondan, Eastern Samar				
2023	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
Dec 16	VSU - Quinapondan, Eastern Samar	4:00 am	10:00 am	VSU BUS	
	Breakfast, Lunch & dinner: @ 150.00 x 3 meals				450.00
	Accommodation: @ 300.00 for 1 night				300.00
	Motorcycle fare @ 200/pax				200.00
Dec 17-19	At Quinapondan, Eastern Samar				
	Breakfast, Lunch & dinner: @ 150.00 x 3 meals for 3 days				1,350.00
	Accommodation: @ 300.00 for 3 nights				900.00
	Motorcycle fare @ 200/pax for 3 days				600.00
Dec 20	Quinapondan, Eastern Samar - VSU	5:00 pm	11:00 pm	VSU BUS	
	Breakfast, Lunch & dinner: @ 150.00 x 3 meals				450.00
	Motorcycle fare @ 200/pax				200.00
CHARGED TO: RRTCA.III.C Biodiversity Conservation and Habitat Restoration IGPR-15 CPES R&D Program for RDE Coordination & Management					TOTAL
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.					4,450.00
Prepared by (Official/Employee) Andres Tambuli Jr. <u>ANDRES TAMBULI JR.</u>					
Approved by (Head of Agency) DANIEL LESLIE S. TAN OIC, University President					
MARLITO M. BANDE Immediate Supervisor					