

## ITINERARY OF TRAVEL

Name : VISAYAS STATE UNIVERSITY

Cluster: STF-Extension

No.: \_\_\_\_\_

Name : SALOMA B. GISULGA Position : Science Research Specialist Official Station : ISRDS				Date of Travel : JULY 11-15, 2023 Purpose of Travel : <u>To attend the BIDANI Network National Convention at Umali Auditorium, SEARCA, UPLB, Laguna</u>				
Date	Places to be visited (Destination)	T I M E		Means of Transportation	Transpor- station	Per Diem	Others	Total Amount
		Departure	Arrival					
July 11, 2023	VSU to Tac. Airport	8:00AM	10:00AM	CV Plane (Round Trip)				9,952.00
	Tac. Airport-Mla. Airport	12:30PM	1:30PM					
	Mla. Airport-Bus Terminal	2:30PM	3:00PM					
	Bus Terminal-UPLB	3:00PM	4:00PM					
					300	1,980.00		2,480.00
					200			
July 12, 2023	Convention (SEARCA)	8:00AM	5:00 PM			2,200.00		2,200.00
July 13, 2023	Convention (SEARCA)	8:00AM	5:00PM			2,200.00		2,200.00
July 14, 2023	UPLB-Bus Terminal,Mla	2:00PM	4:00PM	Bus	300	2,200.00		2,700.00
	MlaBus Terminal-Pasay at Visca Manila Office	4:00PM	5:00PM	Taxi	200			
July 15, 2023	VMO Pasay-Mla. Airport	9:00AM	10:00AM	Taxi Plane	300	880.00		880.00
	Mla. Airport-Tac. Airport	11:00AM	12:00P.M					20,412.00
	Tac. Airport-VSU x-x-x-x-x-							
TOTAL				20,412.00				

I certify that : (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.



**LILIAN B. NUÑEZ**  
Signature over Printed Name  
Immediate Supervisor

Prepared by :



**SALOMA B. GISULGA**  
Signature over Printed Name

Approved by:

**EDGARDO E. TULIN**

Signature over Printed Name  
Agency Head/Authorized Representative

<b>VISAYAS STATE UNIVERSITY</b> <b>Entity Name</b>			<b>Fund Cluster :</b> STF	
<b>DISBURSEMENT VOUCHER</b>			<b>Date : June 9, 2023</b> <b>DV No. :</b>	
<b>Mode of Payment</b>	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)			
<b>Payee</b>	<b>Saloma B. Gisulga</b>	<b>TIN/Employee No.:</b>	<b>ORS/BURS No.:</b>	
<b>Address</b>	<b>Visayas State University, Visca, Baybay City, Leyte</b>			
<b>Particulars</b>		<b>Responsibility Center</b>	<b>MFO/PAP</b>	<b>Amount</b>
To. CASH ADVANCE for travel expenses incurred in attending the BIDANI Network National Convention at Umali Auditorium, SEARCA, UPLB, Laguna on July 11-15, 2023 as per supporting papers hereto attached in the amount of .....		ISRDS	STF-Extension	20412.00
<b>Amount Due</b>				<b>20,412.00</b>
<b>A. Certified:</b> Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.				
<b>MOISES NEIL V. SERIÑO</b> Dean, CME Printed Name, Designation and Signature of Supervisor				
<b>B. Accounting Entry:</b>				
<b>Account Title</b>		<b>UACS Code</b>	<b>Debit</b>	<b>Credit</b>
<b>C. Certified:</b> <input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper		<b>D. Approved for Payment</b>		
<b>Signature</b>		<b>Signature</b>		
<b>Printed Name</b>	NICK FREDDY R. BELLO	<b>Printed Name</b>	EDGARDO E. TULIN	
<b>Position</b>	Accountant II Head, Accounting Unit/Authorized Representative	<b>Position</b>	President Agency Head/Authorized Representative	
<b>Date</b>		<b>Date</b>		
<b>E. Receipt of Payment</b>				<b>JEV No.</b>
<b>Check/ ADA No. :</b>		<b>Date :</b>	<b>Bank Name &amp; Account Number:</b>	
<b>Signature :</b>	SBGisulga	<b>Date :</b>	<b>Printed Name:</b>	<b>Date</b>
<b>Official Receipt No. &amp; Date/Other Documents</b>				