



VISAYAS STATE UNIVERSITY
Visca, City of Baybay, Leyte

TRAVEL REQUEST

June 7, 2023

DATE

NAME	DHENBER C. LUSANTA		SIGNATURE	
DESIGNATION	Director, Eco-FARM & BAC Member			
DESTINATION	Manila			
DATE OF TRAVEL	June 27-July 1, 2023			
PURPOSE	To attend Seminar-Workshop on Philippine Procurement Systems & Updates and Property Appraisal & Disposal in Government.			
ESTIMATED EXPENSES				
SOURCE OF FUNDS	GF-MOOE			
TRANSPORTATION	<input type="checkbox"/>	UNIVERSITY VEHICLE	<input checked="" type="checkbox"/>	PUBLIC CONVEYANCE
SIGNATURE OF IMMEDIATE SUPERVISOR	 JEROME O. ARRIBADO MARIA JULIET C. CENIZA VPRET Director			
RECOMMENDING APPROVAL	N/A (DEPT. HEAD/CHAIRMAN) N/A (IF OTHER THAN DEPT./OFFICE HEAD) DILBERTO O. FERRAREN VP-PRGAS & BAC Chair			
APPROVED	EDGARDO E. TULIN University President			

cc: Records Division
Accounting Division
Requisitioner

ITINERARY OF TRAVEL

Visayas State University

AGENCY

NAME DHENBER C. LUSANTA				DATE: June 7, 2023		
DESTINATION Manila				OFFICIAL STATION: VSU, Baybay City, Leyte		
PURPOSE OF TRAVEL <i>Seminar-Workshop on Philippine -Procurement Systems & Updates and Property Appraisal & Disposal in Government</i>						
DATE	PLACES TO BE VISITED	TIME		TRANSPORTATION	TRAVEL ALLOWANCE	TOTAL
		DEPARTURE	ARRIVAL	MEANS		
2023						
27-Jun	VSU-Tacloban Airport	5:00AM	7:00AM	Univ. vehicle		
	Tacloban Airport - NAIA	8:05AM	9:30AM	Plane (RT)		10,000.00
	NAIA - Lodging House	10:00AM	10:30AM	Taxi		300.00
	Lodging				1,100.00	1,100.00
	Meals				660.00	660.00
	Incidental				440.00	440.00
	Registration Fee					6,000.00
28-Jun	In Mandaluyong					
	Lodging				1,100.00	1,100.00
	Meals				660.00	660.00
	Incidental				440.00	440.00
29-Jun	In Mandaluyong					
	Lodging				1,100.00	1,100.00
	Meals				660.00	660.00
	Incidental				440.00	440.00
30-Jun	In Mandaluyong					
	Lodging				1,100.00	1,100.00
	Meals				660.00	660.00
	Incidental				440.00	440.00
1-Jul	Lodging House - NAIA	4:00AM	4:30AM	Taxi		300.00
	NAIA-Tacloban Airport	6:10 AM	7:35AM	Plane		
	Tacloban Airport - VSU	8:00AM	10:00AM	Univ. vehicle		
	Lodging				1,100.00	1,100.00
	Meals				440.00	440.00
	Incidental				100.00	100.00
TOTAL TRAVELING EXPENSES & ALLOWANCES						P27,040.00

I HEREBY 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.


JEROME O. ARRIBADO

MARIA JULIET C. CENIZA

Supervisor

SUBMITTED BY:


DHENBER C. LUSANTA

APPROVED:

EDGARDO E. TULIN

President

DISBURSEMENT VOUCHER

FUND CLUSTER:

MODE OF PAYMENT

☐ MDS CHECK

☐ COMMERCIAL CHECK

☐ ADA

☐ OTHERS _____

DATE: 06/07/23

DVD NO.:

PAYEE/OFFICE

DHENBER C. LUSANTA

TIN/Employee No.

OS/BUS No:

ADDRESS:

VSU

PARTICULARS	RESPONSIBILITY CENTER	MFO/PAP	AMOUNT
TO CASH ADVANCE for travel expenses and daily allowances while on travel to Manila for the period June 27 - July 1, 2023 as per supporting papers hereto attached in the total amount of.....	GF-MOOE		P27,040.00
AMOUNT DUE →			P 27,040.00

A CERTIFIED: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

DILBERTO O. FERRAREN
VP-PRGAS & BAC Chair

B ACCOUNTING ENTRY:

ACCOUNT TITLE	UACS CODE	DEBIT	CREDIT

C CERTIFIED:

- ☐ Cash available
☐ Subject to Authority to Debit Account (when applicable)
☐ Supporting documents complete and amount claimed

SIGNATURE

PRINTED NAME **NICK FREDDY R. BELLO**

POSITION **Head, Accounting Office**

(Head, Accounting Unit/Authorized Representative)

DATE

D APPROVED FOR PAYMENT:

SIGNATURE

PRINTED NAME **EDGARDO E. TULIN**

POSITION **President**

(Agency Head/Authorized Representative)

DATE

E RECEIPT OF PAYMENT:

CHECK / ADA NO.:	DATE:	BANK NAME & ACCOUNT NUMBER:	JEV NO.
SIGNATURE:	DATE:	PRINTED NAME:	DATE:
DHENBER C. LUSANTA			

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS: