



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

**DISBURSEMENT VOUCHER**

FUND CLUSTER:

☐ MDS CHECK

**MODE OF PAYMENT**

☐ COMMERCIAL CHECK

☐ ADA

☐ OTHERS \_\_\_\_\_

DATE: 09/20/22

DVD NO.:

PAYEE/OFFICE

**LILIBETH VICTORIA V. PAGALAN**

TIN/Employee No.

OS/BUS No:

ADDRESS:

VSU

**PARTICULARS**

RESPONSIBILITY  
CENTER

MFO/PAP

AMOUNT

TO CASH ADVANCE for pre-travelling expenses to  
UP Diliman and UP Baguio on October 2-7, 2022 as  
per supporting papers hereto attached in the  
amount of.....

P 83,860.00

**A**

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

AMOUNT DUE →

P 83,860.00

**DILBERTO O. FERRAREN**

VP-PRGAS & Chairman, Bids & Awards Committee

**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

POSITION

**NICK FREDDY R. BELLO**

Head, Accounting Office

(Head, Accounting Unit/Authorized Representative)

DATE

**D**

APPROVED FOR PAYMENT:

SIGNATURE

PRINTED NAME

POSITION

**EDGARDO E. TULIN**

President

(Agency Head/Authorized Representative)

DATE

**E**

RECEIPT OF PAYMENT:

CHECK / ADA  
NO.:

DATE:

BANK NAME & ACCOUNT NUMBER:

JEV NO.

SIGNATURE:

**LILIBETH VICTORIA V. PAGALAN**

DATE:

PRINTED NAME:

DATE:

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS:

# ITINERARY OF TRAVEL

(Appendix A)

Revised January 1992

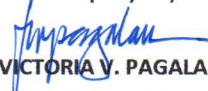
ITINERARY OF TRAVEL NO.	Date: October 2-7, 2022
Name: LILIBETH VICTORIA V. PAGALAN	Position: BAC Secretariat
OFFICIAL STATION: VSU Main	Residence: Baybay City, Leyte
Purpose: To conduct benchmarking at UP in Diliman and Baguio.	

Date (2022)	Places to be Visited	Time		Means of Transportation	Travelling Allowances
		Departure	Arrival		
Oct 02	VSU - Allen	5:00 am	3:00 pm	VSU Vehicle	
	Allen - Matnog	5:00 pm	7:00 pm	Ferry	5,600.00
	Terminal Fee for vehicle				400.00
	Terminal Fee for passenger				20.00
	Ferry passenger fare				250.00
	Per Diem				1,800.00
Oct 03	Matnog - VMO	8:00 pm	8:00 am		
	Per Diem	1:00 pm	2:00 pm		2,200.00
Oct 04	VMO - UP Diliman	8:00 am	9:00 am		
	Benchmarking (Univ-wide proc system)	9:30 pm	11:30 pm		
	UP Diliman - Baguio	12:30 NN	5:00 pm		
	Per diem				2,200.00
Oct 05	Lodging House - UP Baguio	8:00 am	8:30 am		
	Benchmarking (E-proc) in UP Baguio	8:30 am	12:00 NN		
	Baguio - VMO	4:00 pm	8:00 pm		
	Per Diem				2,200.00
Oct 06	VMO - Matnog	4:00 am	5:00 pm		
	Per Diem				2,200.00
Oct 07	Matnog - Allen	7:00 am	9:00 am	Ferry	5,600.00
	Terminal Fee for vehicle				400.00
	Terminal Fee for passenger				20.00
	Ferry passenger fare				250.00
	Allen - VSU	9:30 am	8:30 pm		
	Meals (180 x 3)				540.00
	Incidental				180.00
	Diesel				60,000.00
GRAND TOTAL					83,860.00

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

**DHENBER C. LUSANTA**  
Supervisor

Prepared by (Official Employee)

  
**LILIBETH VICTORIA V. PAGALAN**  
(Official Employee)

Approved by (Head of Agency)

**EDGARDO E. TULIN**  
President