



September 7, 2022

Dr. Edgardo E. Tulin
President
Visayas State University (VSU)
Visca, Baybay City, Leyte

Through: Dr. Daniel Leslie S. Tan
VP for Administration and Finance
VSU

Re : Request for cash advance

Dear *Dr. Tulin*:

We are writing concerning our travel to Belgium this coming October 1-14, 2022, to meet and establish new collaborations with faculty and researchers in our partner universities in Belgium, and present the results of our research project entitled "Developing a Smart and Sustainable Disaster Risk Model for Eastern Visayas". In particular, we are working on Component 3, "Capacity Building Activities of Personnel and Other Stakeholders Engaged in Environmental Protection and Disaster Management".

With this, we respectfully ask for your favorable action and approval of our request for a Cash Advance, charged to the project fund, of Two Hundred Thirty-Three Thousand One Hundred Sixteen Pesos (PHP 233,116.00) for each of the study leaders to fund our travel expenses.

Attached to this request is the Program of Activities for the trip for your review.

Thank you very much, and we are looking forward to your positive response.

Sincerely yours,

ELIZA D. ESPINOSA
Study Leader, Component 3

DENNIS P. PEQUE
Study Leader, Component 3

Approved:

EDGARDO E. TULIN
President, VSU