

<b>BUDGET UTILIZATION REQUEST AND STATUS</b> VISAYAS STATE UNIVERSITY Entity Name				Serial No. : _____ Date : <u>June 13, 2023</u> Fund Cluster : <u>STF-Extension</u>			
Payee		<b>RANDY G. OMEGA</b>					
Office		Department of Tourism and Hospitality Management (DTHM)					
Address		Visayas State University, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Object Code/ Expenditures	Amount			
ISRDS-BIDANI	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 .....	STF-Extension		21,460.00			
<b>Total</b>				<b>21,460.00</b>			
<b>A. Certified:</b> Charges to appropriation/budget necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal  Signature : _____ Printed Name: <b>MOISES NEIL V. SERIÑO</b> Position : _____ Dean, CME Head, Requesting Office/Authorized Representative Date : _____		<b>B. Certified:</b> Budget available and utilized for the purpose/adjustment necessary as indicated above  Signature : _____ Printed Name: <b>ALICIA M. FLORES</b> Position : _____ Admin. Officer V Head, Budget Division/Unit/Authorized Representative Date : _____					
<b>C. STATUS OF UTILIZATION</b>							
<b>Reference</b>			<b>Amount</b>				
Date	Particulars	BURS/JEV/RCI/ RADAI/RTRAI No.	Utilization	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due (a-b)	Due and Demandable (b-c)

## ITINERARY OF TRAVEL

Entity Name : **VISAYAS STATE UNIVERSITY**Fund Cluster: **STF-Extension**

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

<b>Name : RANDY G. OMEGA</b> <b>Position : BIDA Project Leader</b> <b>Official Station : DTHM</b>				<b>Date of Travel : JULY 11-15, 2023</b> <b>Purpose of Travel : To attend the BIDANI Network National Convention at Umali Auditorium, SEARCA, UPLB, Laguna</b>				
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				11,000.00
	Tac. Airport-Mla. Airport	12:30PM	1:30PM	Plane				
				(Round Trip)				
	Mla. Airport-Bus Terminal	2:30PM	3:00PM	Taxi	300			2,480.00
	Bus Terminal-UPLB	3:00PM	4:00PM	Bus	200	1,980.00		
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			2,700.00
	MlaBus Terminal-Pasay	4:00PM	5:00PM	Taxi	200			
	at Visca Manila Office					2,200.00		
July 15, 2023	VMO Pasay-Mla. Airport	9:00AM	10:00AM	Taxi	300			880.00
	Mla. Airport-Tac. Airport	11:00AM	12:00P.M	Plane				
	Tac. Airport-VSU	1:00P.M.				880.00		
	x-x-x-x-x-							21,460.00
<b>TOTAL</b>								<b>21,460.00</b>
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.  <b>HANNAH MAE E. QUIMBO</b> Signature over Printed Name Immediate Supervisor				<b>Prepared by :</b>  <b>RANDY G. OMEGA</b> Signature over Printed Name				
				<b>Approved by:</b>  <b>EDGARDO E. TULIN</b> 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 13, 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>Randy G. Omega</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	21,460.00
<b>Amount Due</b>			<b>21,460.00</b>
<b>A.</b> Certified: 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.</b> Accounting Entry:			
<b>Account Title</b>	<b>UACS Code</b>	<b>Debit</b>	<b>Credit</b>
<b>C. Certified:</b>		<b>D. Approved for Payment</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>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>
Check/ADA No. :		Date :	Bank Name & Account Number:
Signature :	RGOMEGA	Date :	Printed Name:
Official Receipt No. & Date/Other Documents			Date