| Revised January 1992 | | | | | |
|--|--|-----------------|--|----------------------------|-------------------------|
| ITINERARY OF T | RAVEL | | | Date: February 1 | 0, 2022 |
| No. | | | | | |
| Name | CALEXTRO O. AURE | | Position | Driver | |
| Official Station | VSU - ITEEM | | Residence | Visayas State Un | iversity |
| PURPOSE | To fetch and conduct EcoSAP project Aquilaria at Brgy. Pinamanagan & B | | | | ation of |
| 2021 | Place of be visited (Destination) | Ti Departure | IME Arrival | Means of Transportation | Travelling Allowance |
| Nov. 15 | VSU - Brgy. Taligue Abuyog, Leyte | 6:00 AM | 8:30 AM | VSU Vehicle | |
| | Brgy. Taligue - VSU | 3:00 PM | 5:00 PM | VSU Vehicle | |
| | Per diem | | | | 300.00 |
| | Incidental | | | | 150.00 |
| Dec. 10 | VSU - Brgy. Pinamanagan, Abuyog, Leyte | 1:00 PM | 3:30 PM | VSU Vehicle | |
| | Brgy. Pinamanagan - VSU | 5:00 PM | 7:30 PM | VSU Vehicle | |
| | Per diem | | | | 300.00 |
| | Incidental | | | | 150.00 |
| Dec. 28 | VSU - Brgy. Taligue Abuyog, Leyte | 6:00 AM | 8:00 PM | | |
| | Brgy. Taligue - VSU | 6:00 PM | + | | |
| | Per diem | | | | 300.00 |
| | Incidental | | | | 150.00 |
| | | | | | |
| CHARGED TO: | VSU IP 2022 | 1.9 | | TOTAL | 1,350.00 |
| I certify that (1) have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expense claimed are proper. | | | Official / Employe CALEXTRO AUR Employee Signatur (Head of Agency | E e | |
| | ELIZA D. ESPINOSA | | EDGARDO E. TULIN | | |
| | Immediat Supervisor | | l | Jniversity Preside | nt |

| RAVEL | | | Date: February 10 | 0, 2022 |
|--|---|---|--|--|
| | | | | |
| CALEXTRO O. AURE | | Position | Driver | |
| VSU - ITEEM | | Residence | Visayas State Uni | iversity |
| To conduct EcoSAP project & fetch Abuyog, Leyte | EcoSAP proje | ect research st | aff at Brgy. New | Гaligue |
| Place of be visited (Destination) | | | Means of | Travelling |
| VCII By Tilly Alexandra | | | · | Allowance |
| | | | | |
| | 5:30 PM | 8:00 PM | VSU Vehicle | |
| | | | | 150.00 |
| Incidental | | | | 150.00 |
| VSU - Brgy. Pinamanagan, Abuyog, Leyte | 5:00 AM | 7:30 AM | VSU Vehicle | |
| Brgy. Pinamanagan - VSU | 10:00 AM | 1:00 PM | VSU Vehicle | |
| Per diem | | | | 300.00 |
| Incidental | | | | 150.00 |
| VSU - Brgy. Taligue Abuyog, Leyte | 6:00 AM | 8:30 AM | VSU Vehicle | |
| Brgy. Taligue - VSU | 10:00 AM | 2:00 PM | VSU Vehicle | |
| Per diem | | | | |
| Incidental | | | | |
| | | | | 841.25 |
| | | | | |
| | | | | |
| | | | | |
| ELTI 360 | | | TOTAL | 1,591.25 |
| I certify that (1) have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expense claimed are proper. | | Prepared by (Official / Employee CALEXTRO AURE Employee Signature | | E e |
| ELIZA D. ESPINOSA Immediat Supervisor | | EC | GARDO E. TU | LIN |
| | VSU - ITEEM To conduct EcoSAP project & fetch Abuyog, Leyte Place of be visited (Destination) VSU - Brgy. Taligue Abuyog, Leyte Brgy. Taligue - VSU Per diem Incidental VSU - Brgy. Pinamanagan, Abuyog, Leyte Brgy. Pinamanagan - VSU Per diem Incidental VSU - Brgy. Taligue Abuyog, Leyte Brgy. Taligue - VSU Per diem Incidental 14,101.00/22/8 X 1.5=120.17 X 7 | CALEXTRO O. AURE VSU - ITEEM To conduct EcoSAP project & fetch EcoSAP project Abuyog, Leyte Place of be visited (Destination) VSU - Brgy. Taligue Abuyog, Leyte Brgy. Taligue - VSU Per diem Incidental VSU - Brgy. Pinamanagan, Abuyog, Leyte S:00 AM Brgy. Pinamanagan - VSU Incidental VSU - Brgy. Taligue Abuyog, Leyte Brgy. Taligue - VSU Incidental VSU - Brgy. Taligue Abuyog, Leyte Brgy. Taligue - VSU Brgy. Taligue - VSU Incidental VSU - Brgy. Taligue Abuyog, Leyte Brgy. Taligue - VSU Brgy. Taligue - VSU Incidental Incidental It,101.00/22/8 X 1.5=120.17 X 7 ELITI 360 CELTI 360 CELTI 360 ELIZA D. ESPINOSA | CALEXTRO O. AURE VSU - ITEEM Residence To conduct EcoSAP project & fetch EcoSAP project research st Abuyog, Leyte Place of be visited (Destination) VSU - Brgy. Taligue Abuyog, Leyte Brgy. Taligue - VSU Per diem Incidental VSU - Brgy. Pinamanagan, Abuyog, Leyte Incidental VSU - Brgy. Taligue Abuyog, Leyte S:00 AM Regy. Pinamanagan - VSU Per diem Incidental VSU - Brgy. Taligue Abuyog, Leyte Finamanagan - VSU Per diem Incidental VSU - Brgy. Taligue Abuyog, Leyte Finamanagan - VSU Per diem Incidental VSU - Brgy. Taligue Abuyog, Leyte Finamanagan - VSU Per diem Incidental Incidental Liuno AM Regy. Taligue - VSU Per diem Incidental Incidental Incidental Incidental Liuno AM Regy. Taligue - VSU Per diem Incidental I | CALEXTRO O. AURE VSU - ITEEM Residence Visayas State Uni To conduct EcoSAP project & fetch EcoSAP project research staff at Brgy. New Abuyog, Leyte Place of be visited (Destination) VSU - Brgy. Taligue Abuyog, Leyte Per diem Incidental VSU - Brgy. Pinamanagan, Abuyog, Leyte Per diem Incidental VSU - Brgy. Taligue Abuyog, Leyte Per diem Incidental VSU - Brgy. Taligue Abuyog, Leyte Per diem Incidental VSU - Brgy. Taligue Abuyog, Leyte Per diem Incidental VSU - Brgy. Taligue Abuyog, Leyte Per diem Incidental VSU - Brgy. Taligue Abuyog, Leyte Brgy. Taligue - VSU 10:00 AM 2:00 PM VSU Vehicle Per diem Incidental I |

| Revised January 1992 | | | | | |
|--|---|-----------------|---------------------------------------|--|-------------------------|
| ITINERARY OF TI | RAVEL | | | Date: February 1 | 1, 2022 |
| No. | | | | | |
| Name | CALEXTRO O. AURE | | Position | Driver | |
| Official Station | VSU - ITEEM | | Residence | Visayas State Uni | iversity |
| PURPOSE | REIMBURSEMENT of official travel e | xpenses date | ed February 8, | 2022(see attach | ed trip ticket) |
| 2022 | Place of be visited (Destination) | TI Departure | IME Arrival | Means of Transportation | Travelling Allowance |
| Feb. 8 | VSU - Maasin | 5:00 AM | | | 1 110 1101100 |
| | Maasin City - Macrohon | 8:30 AM | | | |
| | Macrohon - Padre Burgos | 10:00 AM | 11:00 AM | VSU Vehicle | |
| | Padre Burgos - Malitbog | 11:30 AM | | + | |
| | Malitbog - VSU | 1:00 PM | 3:00 PM | VSU Vehicle | |
| | Per diem | ļ | | | 300.00 |
| | Incidental | | | | 150.00 |
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| CHARCED TO | IEDD ELINE |).c | | TOTAL | 450.00 |
| CHARGED TO: | IEPR FUND | /S | 1 | TOTAL | 450.00 |
| I certify that (1) I | have reviewed the foregoing itinerary | v. (2) the | Prepared by | (Official / Employe | ee |
| • | ry to the service, (3) the period cover | | | | |
| reasonable and (4) the expense claimed are proper. | | | CALEXTRO AURE | | |
| | | ļ | Employee Signature | | |
| | | | Approved by | (Head of Agency) |) |
| | | ļ | | | |
| | ELIZA D. ESPINOSA | | | OGARDO E TU | II TNI |
| | Immediate Supervisor | | EDGARDO E. TULIN University President | | |
| Revised January 1992 | Immediate Supervisor | | | Sinversity Treside | |
| ITINERARY OF TI | RAVEI | | | Date: November | 25 2021 |
| * 1 * 1 * 1 * 1 * 1 * 1 * 1 * 1 * 1 * 1 | . V . V | | | Pate. November | -5, -021 |

| No. | | | | | |
|--|--------------------------------------|-----------------|----------------------------------|--------------------|-----------------|
| Name | CALEXTRO O. AURE | Position Driver | | | |
| Official Station | VSU - ITEEM | | Residence | Visayas State Uni | versity |
| PURPOSE | REIMBURSEMENT of official travel e | expenses date | ed October 30, | , 2021(see attach | ed trip ticket) |
| 2021 | 51 (1 : : 1/5 : : :) | TI | ME | Means of | Travelling |
| 2021 | Place of be visited (Destination) | Departure | Arrival | Transportation | Allowance |
| Oct. 30 | VSU - Inopacan, Leyte | 6:00 AM | 7:00 AM | VSU Vehicle | |
| | Inopacan - VSU | 3:00 PM | 4:00 PM | VSU Vehicle | |
| | 14,101.00/22/8X1.5=120.17 X 9 | | | | 1,081.16 |
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| CHARGED TO: | 20201050-10. | 13.43 | | TOTAL | 1,081.16 |
| | have reviewed the foregoing itinerar | - | Prepared by (Official / Employee | | |
| travel is necessary to the service, (3) the period covered is reasonable and (4) the expense claimed are proper. | | 100 15 | CALEXTRO AURE | | |
| | | | Employee Signature | | |
| | | | Approved by | (Head of Agency) |) |
| | ELIZA D. ESPINOSA | | EDGARDO E. TULIN | | |
| | Immediat Supervisor | | University President | | |
| Revised January 1992 | • | | | | |
| ITINERARY OF T | RAVEL | | | Date: December | 7, 2021 |

| No. | | | | | |
|--|---|--------------------|---------------|---------------------------|------------|
| Name | CALEXTRO O. AURE | Position | Driver | | |
| Official Station | VSU - ITEEM | | Residence | Visayas State Uni | iversity |
| PURPOSE | REIMBURSEMENT of official travel expenses dated December 1, 2021(see attached trip ticket) | | | | |
| 2021 | Place of he visited (Destination) | TI | IME | Means of | Travelling |
| 2021 | Place of be visited (Destination) | Departure | Arrival | Transportation | Allowance |
| Dec. 1 | VSU - Tacloban City | 5:00 AM | 7:30 AM | VSU Vehicle | |
| | Tacloban City - VSU | 2:30 PM | 5:00 PM | VSU Vehicle | |
| | Per diem | | | | 300.00 |
| | Incidental | | | | 150.00 |
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| CHARGED TO: | Office the Pres | sident | | TOTAL | 450.00 |
| I cortify that (1) | have reviewed the foregoing itinerar | v (2) tho | Prepared by (| (Official / Employe | ee |
| | | • | | | |
| travel is necessary to the service, (3) the period covered is reasonable and (4) the expense claimed are proper. | | CALEXTRO AURE | | | |
| | | Employee Signature | | | |
| | | | Approved by | (Head of Agency) |) |
| | | | | | |
| | FLIZA D. FCDINGCA | | | CADDO E TU | II TA I |
| | ELIZA D. ESPINOSA | | | GARDO E. TU | |
| | Immediat Supervisor | | l | Jniversity Preside | nt |

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

| | | ITEEM, VSU Station |
|-----------------------------------|--|--|
| I CERTIFY THAT I | have completed the travel authorized in the datedNovember 15, Dec 10, & Dec 28, 2021 | ITINERARY OF TRAVEL No. under condition indicated below. |
| [] [] [] | Strictly accordance with the approved itine Cut short as explained below. Express pay P was refunded under C Extended as explained below. Additional in Oher deviation as explained below. | yment in the amount of D.R.No. |
| Explanation or Just | ifications: | |
| | | |
| | | |
| Evidence of Travel [] [X] [] | Used tickets Certificate of Apperance Others | |
| | | Respectfully submitted |

JIMMY POGOSA Employee

On evidence and information of which I have knowledge the travel was actually undertaken

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

| , ige | oy | • | ITEEM, VSU Station |
|---------------|----------|---|--|
| I CERTIFY TH | HAT I h | nave completed the travel authorized in the dated January 3,7 & 9, 2022 | ITINERARY OF TRAVEL No. under condition indicated below. |
| | | Strictly accordance with the approved itine Cut short as explained below. Express pay P was refunded under C Extended as explained below. Additional i Oher deviation as explained below. | yment in the amount of D.R.No. |
| Explanation o | r Justif | ications: | |
| | | | |
| | | | |
| | | | |
| Evidence of T | ravel | | |
|]]] | j | Used tickets Certificate of Apperance Others Trip ticket | |
| | | | Respectfully submitted |

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

| 7.19.5 | | | ITEEM, VSU Station |
|-------------|-------------------|---|---|
| I CERTIFY | THAT I | have completed the travel authorized in the dated February 8, 2022 | e ITINERARY OF TRAVEL No. under condition indicated below. |
| | [] [] [] | Strictly accordance with the approved itine Cut short as explained below. Express par P was refunded under C Extended as explained below. Additional Oher deviation as explained below. | yment in the amount of O.R.No. |
| Explanation | or Just | ifications: | |
| | | | |
| | | | |
| | | | |
| Evidence of | Travel | Used tickets | |
| | [X] | Certificate of Apperance Others Trip ticket | |
| | | | Respectfully submitted |

CALEXTRO O. AURE

Employee

On evidence and information of which I have knowledge the travel was actually undertaken

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

| g , | | ITEEM, VSUStation |
|---------------------|--|--|
| I CERTIFY THAT I | have completed the travel authorized in the dated | ITINERARY OF TRAVEL No. under condition indicated below. |
| [] [] [] | Strictly accordance with the approved itine Cut short as explained below. Express pay P was refunded under C Extended as explained below. Additional in Oher deviation as explained below. | yment in the amount of D.R.No. |
| Explanation or Just | ifications: | |
| | | |
| | | |
| | | |
| Evidence of Travel | | |
| [] [] [] | Used tickets Certificate of Apperance Others Trip ticket | |
| | | Respectfully submitted |

CALEXTRO O. AURE Employee

On evidence and information of which I have knowledge the travel was actually undertaken

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

| , igono, mo | | ITEEM, VSU Station |
|----------------------|---|--|
| I CERTIFY THAT I I | nave completed the travel authorized in the datedDEcember 7,2021 | ITINERARY OF TRAVEL No. under condition indicated below. |
| [] [] [] | Strictly accordance with the approved itine Cut short as explained below. Express pay P was refunded under C Extended as explained below. Additional Oher deviation as explained below. | yment in the amount of D.R.No. |
| Explanation or Justi | fications: | |
| | | |
| | | |
| | | |
| Evidence of Travel | | |
| [] [X] | Used tickets Certificate of Apperance Others Trip ticket | |
| | | Respectfully submitted |

CALEXTRO O. AURE Employee

On evidence and information of which I have knowledge the travel was actually undertaken

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

| Agency | Ticad | ITEEM, VSU Station |
|------------------|---|---|
| I CERTIFY THA | T I have completed the travel authorized dated December 11-19, 2021 | in the ITINERARY OF TRAVEL No. under condition indicated below. |
|]] .] | | ss payment in the amount of nder O.R.No. |
| Explanation or J | ustifications: | |
| | | |
| | | |
| | | |
| Evidence of Tra | vel | |
| [X | Certificate of Apperance | |
| | | Respectfully submitted |

MARLITO M. BANDE Employee

On evidence and information of which I have knowledge the travel was actually undertaken

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

| 0 . | ITEEM, VSU |
|----------------------|--|
| | Station |
| I CERTIFY THAT I I | nave completed the travel authorized in the ITINERARY OF TRAVEL No. dated December 11-19, 2021 under condition indicated below. |
| [] [] [] | Strictly accordance with the approved itinerary Cut short as explained below. Express payment in the amount of P was refunded under O.R.No. Extended as explained below. Additional itinerary was submitted Oher deviation as explained below. |
| Explanation or Justi | fications: |
| | |
| | |
| | |
| Evidence of Travel | |
| [] [X] [X] | Used tickets Certificate of Apperance Others RER |

Respectfully submitted
KLEER JEANN LONGATANG
LEONARD PAOLO LONGATANG
KAREN GUNDEMARO
ROSE MARY F. OQUIAS
Employee

On evidence and information of which I have knowledge the travel was actually undertaken

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

| | ITEEM, VSU Station |
|----------------------|--|
| I CERTIFY THAT I I | nave completed the travel authorized in the ITINERARY OF TRAVEL No. dated December 11-19, 2021 under condition indicated below. |
| [] [] [] | Strictly accordance with the approved itinerary Cut short as explained below. Express payment in the amount of P was refunded under O.R.No. Extended as explained below. Additional itinerary was submitted Oher deviation as explained below. |
| Explanation or Justi | fications: |
| | |
| | |
| | |
| Evidence of Travel | |
| [X] [X] | Used tickets Certificate of Apperance Others RER |

Respectfully submitted

JIMMY POGOSA
ROMEO DELOS SANTOS
JIMMY BALLESTEROS
JEFFREY ROMEO
FEDILITO ALMERODA
Employee

On evidence and information of which I have knowledge the travel was actually undertaken

VSU, Baybay City, Leyte

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN Agency Head

| I CERTIFY THAT I have completed the travel authorized in the IT dated October 22-23, 2022 ur | INERARY OF TRAVEL No. nder condition indicated below. |
|--|---|
| Strictly accordance with the approved itineral Cut short as explained below. Express paym P was refunded under O.F. Extended as explained below. Additional iting Oher deviation as explained below. | ent in the amount of R.No. |
| Explanation or Justifications: | |
| | |
| | |
| | |
| Evidence of Travel | |
| [] Used tickets[X] Certificate of Apperance[] Others | |
| R | espectfully submitted |

JEANNETTE EDANO Employee

On evidence and information of which I have knowledge the travel was actually undertaken

MARLITO M. BANDE Immediate Supervisor

LIQUIDATION REPORT VISAYAS STATE UNIVERSITY

No.

Date 9/4/2023

Responsibillity Center ITEEM

Code VSU IP 2021.9 Agency **PARTICULARS AMOUNT** PRE TRAVEL dated August 13-19, 2023 Php 50,412.80 Less: Expenses Motorcycle 300.00 Van 800.00 Plane 7,692.80 Grab car 585.00 Bus 306.00 144.00 Jeep Breakfast 1,470.00 Lunch 1,470.00 Dinner 1,320.00 Accommodation 6,000.00 Executive Course fee 30,000.00 Tricycle 15.00 Mulitcab 20.00 50,122.80 TOTAL AMOUNT SPENT Php 50,122.80 AMOUNT OF CASH ADVANCE PER DV NO. Php 50,412.80 AMOUNT REFUNDED PER OR NO. Php 290.00 AMOUNT TO BE REIMBURSED / COLLECTIBLE Php [A] Certified correctness of [B] Certified purpose of travel [C] Certified supporting complete and the documents above data cash advance duly proper accomplished JIMMY O. POGOSA ELIZA D. ESPINOSA NICK FREDDY R. BELLO Claimant Immediate Supervisor Head, Accounting Office