







No.

Name	CALEXTRO O. AURE	Position	Driver
Official Station	VSU - ITEEM	Residence	Visayas State University

PURPOSE	REIMBURSEMENT of official travel expenses dated October 30, 2021( see attached trip ticket)
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[illegible]

CHARGED TO:	20201050-10.13.43	TOTAL	1,081.16
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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

Approved by (Head of Agency)

ELIZA D. ESPINOSA

EDGARDO E. TULIN

Immediat Supervisor

University President

Revised January 1992

## ITINERARY OF TRAVEL

Date: December 7, 2021

No.

Name	CALEXTRO O. AURE		Position	Driver	
Official Station	VSU - ITEEM		Residence	Visayas State University	
PURPOSE	REIMBURSEMENT of official travel expenses dated December 1, 2021( see attached trip ticket)				
2021	Place of be visited (Destination)	TIME		Means of Transportation	Travelling Allowance
		Departure	Arrival		
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
					-
CHARGED TO:	Office the President			TOTAL	450.00
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.			Prepared by (Official / Employee)		
			<b>CALEXTRO AURE</b> Employee Signature		
			Approved by (Head of Agency)		
<b>ELIZA D. ESPINOSA</b>			<b>EDGARDO E. TULIN</b>		
Immediat Supervisor			University President		

# VISAYAS STATE UNIVERSITY

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 ITINERARY OF TRAVEL No. \_\_\_\_\_ dated November 15, Dec 10, & Dec 28, 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
- ☐ Other deviation as explained below.

Explanation or Justifications:

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Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☐ Others \_\_\_\_\_

Respectfully submitted

JIMMY POGOSA

Employee

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

**ELIZA D. ESPINOSA**

Immediate Supervisor

# VISAYAS STATE UNIVERSITY

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 ITINERARY OF TRAVEL No. \_\_\_\_\_ dated January 3, 7 & 9, 2022 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
- ☐ Other deviation as explained below.

Explanation or Justifications:

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Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☒ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE  
Employee

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

**ELIZA D. ESPINOSA**  
Immediate Supervisor

# VISAYAS STATE UNIVERSITY

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 ITINERARY OF TRAVEL No. \_\_\_\_\_ dated February 8, 2022 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
- ☐ Other deviation as explained below.

Explanation or Justifications:

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Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☒ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

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

**ELIZA D. ESPINOSA**

Immediate Supervisor



# VISAYAS STATE UNIVERSITY

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 ITINERARY OF TRAVEL No. \_\_\_\_\_ dated October 30, 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
- ☐ Other deviation as explained below.

Explanation or Justifications:

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Evidence of Travel

- ☐ Used tickets
- ☐ Certificate of Appearance
- ☐ Others Trip ticket

Respectfully submitted

CALEXTRO O. AURE

Employee

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

**ELIZA D. ESPINOSA**

Immediate Supervisor

# VISAYAS STATE UNIVERSITY

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 ITINERARY OF TRAVEL No. \_\_\_\_\_ dated DEcember 7,2021 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 Justifications:

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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

**ELIZA D. ESPINOSA**

Immediate Supervisor

# VISAYAS STATE UNIVERSITY

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 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
- ☐ Other deviation as explained below.

Explanation or Justifications:

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Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☒ Others RER

Respectfully submitted

MARLITO M. BANDE

Employee

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

**ELIZA D. ESPINOSA**

Immediate Supervisor

# VISAYAS STATE UNIVERSITY

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 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
- ☐ Other deviation as explained below.

Explanation or Justifications:

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Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☒ 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

**ELIZA D. ESPINOSA**  
Immediate Supervisor

# VISAYAS STATE UNIVERSITY

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 ITINERARY OF TRAVEL No. \_\_\_\_\_ dated December 11-19, 2021 under condition indicated below.

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- ☐ Extended as explained below. Additional itinerary was submitted
- ☐ Other deviation as explained below.

Explanation or Justifications:

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Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☒ Others RER

Respectfully submitted

JIMMY POGOSA

ROMEO DELOS SANTOS

JIMMY BALLESTEOS

JEFFREY ROMEO

FEDILITO ALMERODA

Employee

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

**ELIZA D. ESPINOSA**

Immediate Supervisor

# VISAYAS STATE UNIVERSITY

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 ITINERARY OF TRAVEL No. \_\_\_\_\_ dated October 22-23, 2022 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
- ☐ Other deviation as explained below.

Explanation or Justifications:

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Evidence of Travel

- ☐ Used tickets
- ☒ Certificate of Appearance
- ☐ Others \_\_\_\_\_

Respectfully 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 <b>VISAYAS STATE UNIVERSITY</b> Agency		No. Date 9/4/2023 Responsibility Center ITEEM Code VSU IP 2021.9	
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	
	Jeep	144.00	
	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	
	Multicab	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.			<b>Php 290.00</b>
AMOUNT TO BE REIMBURSED / COLLECTIBLE			<b>Php -</b>
[A] Certified correctness of the documents above data	[B] Certified purpose of travel cash advance duly accomplished	[C] Certified supporting complete and proper	
JIMMY O. POGOSA Claimant	ELIZA D. ESPINOSA Immediate Supervisor	NICK FREDDY R. BELLO Head, Accounting Office	