

VISAYAS STATE UNIVERSITY  
Visca, Baybay, Leyte

CERTIFICATE OF TRAVEL COMPLETED

**EDGARDO E. TULIN**  
Agency Head

**Visayas State University**  
Station

I HEREBY CERTIFY that I have completed the travel authorized in Itinerary of Travel No. \_\_\_\_\_, dated Nov. 4-5, 8-13, 15-19, 2021 under conditions indicated below:

- ☒ Strictly in accordance with the approved itinerary.  
☐ Cut short as explained below. Excess payment in the amount of P \_\_\_\_\_, was refunded under O. R. No. \_\_\_\_\_ dated \_\_\_\_\_.  
☐ Extended below. Additional itinerary was submitted.  
☐ Other deviations as explained below.


Explanation or justifications:

The attached documents will justify my travel \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence of Travel:

- ☐ Used tickets  
☒ Certificate of appearance  
☒ Others; Approved Travel Orders.  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully submitted:

  
**ARCHILLE C. GALUPO**  
(Officer or Employee)

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

  
**MILAGROS C. BALES**  
(Supervisor)