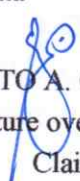
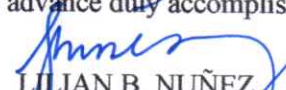


LIQUIDATION REPORT Period Covered June 11-18, 2023		Serial No.: _____ Date: June 19, 2023
Entity Name : ERNESTO A. GONZAGA, JR.		Responsibility Center Code: ISRDS
Fund Cluster : 301000000		
PARTICULARS	AMOUNT	
LIQUIDATION OF CASH ADVANCE-TRAVEL (June 11-18, 2023) Puerto Princesa City, Palawan		31940.00
TOTAL AMOUNT SPENT		29808.48
AMOUNT OF CASH ADVANCE PER DV NO. _____ DTD. _____		31940.00
AMOUNT REFUNDED PER OR NO. _____ DTD. _____		2132.00
AMOUNT TO BE REIMBURSED		_____
A Certified: Correctness of the above data  ERNESTO A. GONZAGA, JR. Signature over Printed Name Claimant Date: _____	B Certified: Purpose of travel / cash advance duly accomplished  LILIAN B. NUÑEZ Signature over Printed Name Immediate Supervisor Date: _____	C Certified: Supporting documents complete and proper NICK FREDDY R. BELLO Signature over Printed Name Head, Accounting Division Unit JEV No.: _____ Date: _____

ITINERARY OF TRAVEL

Entity Name : **VISAYAS STATE UNIVERSITY**

Fund Cluster: 301000000

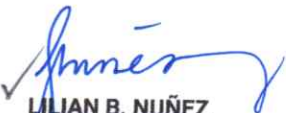


No.: _____

Name : **ERNESTO A. GONZAGA, JR.**

Position : Admin. Aide VI

Official Station : ISRDS

Date of Travel : **JUNE 11-18, 2023**Purpose of Travel : **To attend the 2023 POAP Training
at A&A Plaza Hotel, Puerto Princesa City, Palawan**

Date	Places to be visited (Destination)	TIME		Means of Transportation	Transpor- station	Per Diem	Others	Total Amount
		Departure	Arrival					
June 11, 2023	Residence- Baybay Termin	5:30PM	5:45PM	Pedicab				10.00
	Baybay Term.-Hilongos	6:00PM	7:00PM	PUB				-
	Hilongos- Cebu (Pier 3)	10:00PM	5:00AM	Boat				680.00
June 12, 2023	Cebu (Pier 3) to Mactan	4:00AM	5:00AM	Taxi			Terminal Fee	11.20
	Cebu Airport							200.00
	Mactan Cebu Airport to	11:10AM	12:50PM	Plane				4,274.00
	Puerto Princesa Airport to	1:30PM	2:00PM	Taxi				200.00
	Hotel Accomodation							
June 13, 2023	Training (A&A Hotel)	8:00AM	5:00PM			2,200.00		2,200.00
	Registration Fee					2,200.00		2,200.00
								7,500.00
June 14, 2023	Training (A&A Hotel)	8:00AM	5:00PM			2,200.00		2,200.00
June 15, 2023	Training (A&A Hotel)	8:00AM	5:00PM			2,200.00		2,200.00
June 16, 2023	Training (A&A Hotel)	8:00AM	5:00PM			2,200.00		2,200.00
June 17, 2023	Hotel check out	12:00PM	1:00PM					
	Hotel to Puerto Princesa	1:00PM	2:00PM	Taxi				200.00
	Airport							
	Puerto Princesa Airport to	3:35PM	5:55PM	Plane				3,888.28
	Mactan Cebu Airport							
	Mactan Cebu Airport to	6:15PM	7:15PM	Taxi				200.00
	Cebu (Pier 3)							
	Cebu (Pier 3) to Baybay Po	8:00PM	3:00AM	Boat				510.00
								25.00
						1,100.00	Terminal Fee	1,100.00
June 18, 2023	Baybay Port to Residence	4:00AM	4:15AM	Pedicab				10.00
	x-x-x-x-x							
	Cash Advance-Travel			31940.00				
	Less: Actual Expenses			29808.00				
	Refundable amount			2132.00				
TOTAL								29,808.48
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.  LILIAN B. NUÑEZ Signature over Printed Name Immediate Supervisor				Prepared by :  ERNESTO A. GONZAGA, JR. Signature over Printed Name				
				Approved by:  EDGARDO E. TULIN Signature over Printed Name Agency Head/Authorized Representative				

Visayas State University
Visca, Baybay City

APPENDIX B

CERTIFICATE OF TRAVEL COMPLETED

EDGARDO E. TULIN
Agency Head

VSU, VISCA
Station

President
(Designation)

June 19, 2023
Date

I CERTIFY THAT I have completed the travel authorized in itinerary of travel No. _____, dated June 11-18, 2023 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 as explained below. Additional itinerary was submitted.
- (x) Other deviations as explained below.

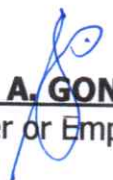
Explanation or justifications:

Had to leave for Cebu on June 10, 2023 via Hilongos to accompany my daughter.

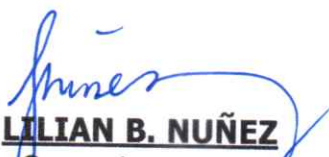
Evidence of Travel:

- (x) Used tickets
- (X) Certificate of appearance
- () Others - receipts

Respectfully submitted:


ERNESTO A. GONZAGA, JR.
(Officer or Employee)

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


LILIAN B. NUÑEZ
Supervisor