



**VISAYAS STATE UNIVERSITY**  
Visca, Baybay, Leyte

Date: November 15, 2022

Name : MARIA TERESA A. CRUZ *[Signature]*  
Designation : Head. Internal Audit Signature  
Destination : IEC Convention Ctr., Cebu City  
Date of Travel : November 22-27, 2022  
Purpose : To attend the PICPA Annual Convention -  
Seminar

Estimated Expenses \_\_\_\_\_  
Source of Funds \_\_\_\_\_

Transportation:  
( ) College Vehicle  
( ☒ ) Public Conveyance

**ALLEN GLENNIE P. LAMBERT**  
Signature of Immediate Supervisor

RECOMMENDING APPROVAL:

\_\_\_\_\_  
VP FOR ADMIN. AND FINANCE  
  
In-charge of funds ( If other than the  
Dept/Office Head)  
  
\_\_\_\_\_  
Dir. Of Instruction/Res. & Ext.

**APPROVED:**

**EDGARDO E. TULIN**  
President

c o Records Division  
Accounting Office  
Requisitioner