



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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30 January 2025

AUTHORITY TO TRAVEL

Atty. Joel Anthony M. Viado

BI Commissioner

Bureau of Immigration

Magallanes Drive, Intramuros, Manila

Attention: Passport Division
Consular Affairs Office
2330 Roxas Blvd., Pasay City

Authority to travel abroad on () Official Business/(/) Private Business is hereby granted to:

Name : **Ms. Eunice Kenée Serião**
Designation : Faculty
Country(ies) : Japan
Purpose(s) : To go on educational tour to Tokyo, Japan on January 31 to February 6, 2025.
Funding : Personal
Remarks :

With Approved Leave Application: / (on educational tour)
With Approved Travel Order:
With no pending administrative/criminal case filed against him/her.

Entitlements : Category	Source (Check)		Other
	Gov't.	Sponsor	
1. International Airfare	<u> </u>	<u> </u>	<u> / </u>
2. Clothing Allowance	<u> </u>	<u> </u>	<u> / </u>
3. Pre-travel allowance	<u> </u>	<u> </u>	<u> / </u>
4. Salary and Allowances while abroad	<u> / </u>	<u> </u>	<u> </u>
5. Accommodation/Inland Travel	<u> </u>	<u> </u>	<u> / </u>
6. Food	<u> </u>	<u> </u>	<u> / </u>
7. Medical Care	<u> </u>	<u> </u>	<u> / </u>
8. Local Travel	<u> </u>	<u> </u>	<u> / </u>
9. Travel Tax	<u> </u>	<u> </u>	<u> </u>

 Exempt per E.O. 283 (lh)
 / Not exempt

PROSE IVY G. YEPES
University President

OFFICE OF THE PRESIDENT

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