



No. 2024090382

September 30, 2024

TRAVEL AUTHORITY

Authority is given to the below-identified personnel to travel to the place/s indicated for the purpose/s provided (with other pertinent information supplied);

Traveler/s: ALAS, MELGIE A.
SUSON, PETER D.

Destination: Pasay, Metro Manila

Report to: Philippine International Convention Center

Status of Travel: On Official Business

After-Travel report: Terminal Report

Purpose: To attend the Asia-Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR)

Date/Period of Activity: October 14, 2024 - October 18, 2024

Expenses/Entitlements: Transportation Expenses, Per Diem, and other allowable related expenses.

Charge to Account: OVCSI & MCR Funds

Date of Departure: October 13, 2024

Date of Return: October 19, 2024

Remarks: *Shall be entitled to the use of University vehicle to and from the Laguindingan Airport.*

FOR AND IN THE ABSENCE
OF THE CHANCELLOR

ATTY. YASLANI B. BANTUAS, CPA
Vice Chancellor for Administration and Finance
And Officer-in-Charge