TRAVEL ORDER / ITINERARY OF TRAVEL AND PAYMENT ORDER

NAME	POSITION	DEPARTMENT	OFFICIAL STATION	RESIDENCE
Elleonor G. Gulangan	OIC-Resident Manager	OPED-BIDR	Panglao, Bohol	

PURPOSE OF TRAVEL: *To discuss future plans for BIDR and its personnel and 2022 and 2023 budget.*

DATE	PLACE TO BE VISITED (DESTINATION)	TIME TRAVEL DEPARTURE	TIME TRAVEL ARRIVAL	MEANS OF TRANSPORTATION	TRAVELLING ALLOWANCE
28 August 2021	Bohol-Manila	10:00am	2:15pm	Plane	2,200.00
29-30 August 2021	Day-off				
31 August 2021	Still in Manila				2,200.00
1-3 September 2021	Still in Manila				6,600.00
				Airfare	2,230.68
				Equivalent Taxi Fare	250.00

T.O. Chargeable to:	Balicasag Island Dive Resort		GRAND TOTAL:	Php	13,480.68

MEALS AND ACCOMMODATION	PLS. CHECK
Will avail meals and accommodation	
Will avail accommodation only	
Will avail meals only	
Will **NOT** avail meals and accommodation	✓

HOTEL ACCOMMODATION	FROM	TO
N/A		

ACCOUNT NAME	CODE	DEBIT	CREDIT
Travelling Expense	751	13,480.68	
Petty Cash Fund	104		13,480.68

FUNDS AVAILABLE: Pl 13,480.68

I CERTIFY THAT,

a) I have reviewed the foregoing itinerary, b) the travel is necessary to the service, c) the period covered is reasonable, d) the expenses are proper.

ATTY. MA. TERESA C. ALVAREZ
MANAGER - OPERATIONS DEPARTMENT

APPROVED:

JETRO NICOLAS F. LOZADA
ACOO - ASSETS MANAGEMENT SECTOR

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AUDITOR

JOHN MICHAEL M. GALIMBA
Sr. Corp. Accts. Analyst

Received from **TIEZA** Cashier the amount of **Php**   13,480.68

ELLEONOR GUMASTIN-GULANGAN
OFFICER / EMPLOYEE

REMARKS / COMMENTS:

will NOT avail meals and accommodation

CHECK NUMBER	DATE	AMOUNT	FARE BREAKDOWN:	AMOUNT

PAID IN		CASH		CHECK

FINANCIAL SERVICES DEPARTMENT		
RECEIVED	FUNDED	RELEASED
DATE:	DATE:	DATE:
TIME:	TIME:	TIME:
NAME:	NAME:	NAME:
SIGN.:	SIGN.:	SIGN.:

TOTAL FARE:	Php	-

NOTE:

6th & 7th Floors, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park
Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City 1302, Philippines
(+632) 8249-5900 to 79   www.tieza.gov.ph   @TIEZAofficial

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