

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

Arimbay Legazpi City

Local Travel Order No. 23-160

NAME:	MARIA VENUS M. CABALTERA	POSITION:	ACCOUNTANT III
DESTINATION:	Tagaytay City	STATION:	Legazpi City
TRAVEL PERIOD:	August 14 to 19, 2023	PURPOSE:	Attend the FY 2023 FGD on Sound Financial Management through Responsible Budget Execution, Competent Procurement, and Efficient Accounting Process.

Per approved Itinerary of Travel, actual expenses for meals, gasoline, toll fees, per diems and miscellaneous expenses are hereby authorized chargeable against the allocation for travel expenditures, subject to availability of funds and the usual accounting and auditing rules and regulations.

ITINERARY OF TRAVEL

DATE	PLACE	TIME		Transportation Means	TRAVEL EXPENSES				
		ETD	ETA		Transportation	Lodging	Meals	Incidental Expenses	Total
Aug. 14, 2023	Residence to Bicol International Airport (BIA)	4:45:00 AM	5:30:00 AM	NEDA 5 Shuttle	-	-	-	-	-
	BIA to NAIA	6:55:00 AM	8:10:00 AM	Plane	6,370.00	-	220.00	440.00	7,030.00
	NAIA to Venue	9:00:00 AM	12:00:00 NN	NEDA CO Shuttle	-	-	-	-	-
Aug. 15, 2023 - Aug. 18, 2023	Venue	8:00:00 AM	5:00:00 PM	N/A	-	-	-	1,760.00	1,760.00
Aug. 19, 2023	Venue to NEDA CO	10:00:00 AM	12:00:00 NN	NEDA CO Shuttle	-	-	-	-	-
	NEDA CO to NAIA	12:00:00 NN	1:30:00 PM	Grab/Taxi	300.00	-	-	-	300.00
	NAIA to BIA	4:10:00 PM	5:25:00 PM	Plane	5,509.00	-	300.00	300.00	6,109.00
	BIA to Residence	5:25:00 PM	6:30:00 PM	NEDA 5 Shuttle	-	-	-	-	-

TOTAL **Php** **15,199.00**

C/O: NEDA CO **Php** **12,179.00**

C/O: NEDA RO5 **Php** **3,020.00**

Requesting for cash advance: ☐ YES ☒ NO

ORS/BURS No.

Upon completion of travel, the usual certificate of appearance and certificate of travel completed shall be submitted to FAD and report thereon shall be submitted within fifteen (15) days from completion of said travel, otherwise, the amount corresponding to said cash advances shall be deducted from the next succeeding payday.

PREPARED BY:


MARIA VENUS M. CABALTERA
ACCOUNTANT III


DATE PREPARED: August 10, 2023

REVIEWED/RECOMMENDING APPROVAL:

I certify that: (1) I reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable, (4) the expenses claimed are proper.


GWENDOLYN S. BITARE
Chief Administrative Officer

APPROVED:


LUIS G. BANUA
Regional Director

Digitally signed by
Berces Edna
Cynthia
Sanchez