**TRAINING / EVENT SCHEDULE FORM**

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| **Training/Event** | FMIS Go Live |
| **Objectives** | To facilitate the roll-out of FMIS for UPOU |
| **Date** | 05 to 09 of May 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Open University |
| **Attendees** | AVPD Jaime Caro VP Lisa Bersales AVP Noreen Escultura Susan Sanchez 1 Budget Officer (UPS) 1 Accounting Officer (UPS) FMIS Team UPOU Personnel from Accounting, Budget, Cash and SPMO Office as well as the DV Originators and Administrative Officers |
| **No. of Attendees** | 9 |
| **Food Expenses** | Breakfast: 150.00 Php \* 9 Pax \* 5 Days =6.750.00 Php Lunch: 150.00 Php \* 9 Pax \* 5 Days =6.750.00 Php Dinner: 150.00 Php \* 9 Pax \* 5 Days =6.750.00 Php  **TOTAL:** 20,250.00 |
| **Land Transportation** | Itinerary: UPD-UPOU (5 May 2014) UPOU\_UPD (9 May 2014) 1 Unit of Van Rental god for 9 (Roundtrip)  **TOTAL:** 12,000.00 |
| **Accommodation** | UPOU Guest house: 1000.00 Php \* eUP personnel \* 4 Nights = 36,000.00 Php |

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|  | **TOTAL:** 36,000.00 |
| **Airfare** | N/A  **TOTAL:** 0.00 |
| **Total Expenses** | Accommodation: Php 36,000.00  Airfare: Php 0.00  Land Transportation: Php 12,000.00  Food Expenses: Php 20,250.00  **TOTAL:** Php 68,250.00 |