**TRAINING / EVENT SCHEDULE FORM**

|  |  |
| --- | --- |
| **Training/Event** | FMIS Meeting with UP HRDO and On-Site Support |
| **Objectives** | To discuss possible solutions to address stall in FMIS approval flow. |
| **Date** | 12 to 13 of May 2014 |
| **Time** | 09:00 AM to 05:00 PM (7 hrs) per day |
| **Venue** | UP Open University |
| **Attendees** | FMIS Team UPOU HRDO |
| **No. of Attendees** | 9 |
| **Food Expenses** | c/o of UPOU  **TOTAL:** 0.00 |
| **Land Transportation** | Itinerary: UPD-UPOU (12 May 2014) UPOU-UPD (12 May 2014) 1 unit of vehicle rental = 11,000.00 Php (Roundtrip) UPOU-UPD Busfare (13 May 2014) - 200.00 Php \* 3 eUP personnel = 600.00 Php  **TOTAL:** 11,600.00 |
| **Accommodation** | UPOU Guest house: 1000.00 Php \* 3 eUP Personnel \* 1 Night = 3,000.00 Php |

|  |  |
| --- | --- |
|  | **TOTAL:** 3,000.00 |
| **Airfare** | N/A  **TOTAL:** 0.00 |
| **Total Expenses** | Accommodation: Php 3,000.00  Airfare: Php 0.00  Land Transportation: Php 11,600.00  Food Expenses: Php 0.00  **TOTAL:** Php 14,600.00 |