**TRAINING / EVENT SCHEDULE FORM**

|  |  |
| --- | --- |
| **Training/Event** | ${name} |
| **Objectives** | ${objectives} |
| **Date** | ${message} |
| **Time** | ${startTime} to ${endTime} (${hours} hrs) per day |
| **Venue** | ${venue} |
| **Attendees** | ${attendees} |
| **No. of Attendees** | ${available} |
| **Food Expenses** | ${foodRemarks}  **TOTAL:** ${food} |
| **Land Transportation** | ${landRemarks}  **TOTAL:** ${landTranspo} |
| **Accommodation** | ${accomodationRemarks} |

|  |  |
| --- | --- |
|  | **TOTAL:** ${accomodation} |
| **Airfare** | ${airfareRemarks}  **TOTAL:** ${airfare} |
| **Total Expenses** | Accommodation: Php ${accomodation}  Airfare: Php ${airfare}  Land Transportation: Php ${landTranspo}  Food Expenses: Php ${food}  **TOTAL:** Php ${totalexp} |