



PREMIUM MEGASTRUCTURES INC.
Purok 8 Brgy. Linao, Ormoc City, 6541
Tel. Nos. (02) 744-5264 / 576-8546
VAT Reg. TIN: 421-409-484-000

PREMIUM MEGASTRUCTURES INC.

CASH ADVANCE FORM

P25,000 and below, paid in cash from revolving fund

PAYEE: Newton Sanchez Jr. PCAV-No.: 3297
PURPOSE: Site Inspection (Market Mall & WBI Palamas) DATE REQUESTED: 9/2/2022
PROJECT: Travel DATE NEEDED: 9/2/2022

PARTICULARS		RATE/unit	QUANTITY	AMOUNT
EXPENSE TYPE				
Travel Pore land				2,000
Meal		150	15	2,250
TOTAL			P	4,250

Requested by: Newton C. Sanchez Jr. Reviewed by: _____ Approved by: _____
(Signature over Printed name/Date) (Signature over Printed name/Date) (Signature over Printed name/Date)

ACKNOWLEDGEMENT RECEIPT OF CASH & AUTHORITY TO DEDUCT INSTRUCTION

This is to acknowledge receipt of the amount stated on this Cash Advance Form. I fully understand and agree that I must liquidate within the specified period based on existing company policies or not exceeding one (1) week from the receipt hereof. I also commit to liquidate the amount and submit proper document/receipts within the mandated period and failure to submit may cause non-issuance of next request. By affixing my signature below, when said amount remains un-liquidated or improperly liquidated, I authorize the Company to deduct the applicable amount immediately from my immediately succeeding payroll period without any further notice. This serves as my authority to deduct.

Acknowledged by: _____ Date Received: _____ Liquidation Date: _____
Signature over Printed Name/Date Note: 1st Copy (White)-Accounting (Attached to PCV), 2nd Copy (Yellow)-Employee (to be returned upon liquidation)

PMI-CP-FIN-01F1
Rev. 2 19/05/21

1423 The Mondrian Bldg. P. Ocampo St. Ext.
San Antonio Village, Makati City 1203 Philippines
Tel. Nos. (02) 744-5264/576-8546



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CASH ADVANCE

PAYEE <u>Newton Sanchez Jr.</u>	CAD No.: <u>12728</u>
ADDRESS/DEPARTMENT/SECTION <u>Ogmanan / Infra Dev't</u>	DATE PREPARED <u>Sept 1, 2022</u>
LOCATION <u>Makati</u>	EXPECTED DATE OF LIQUIDATION (EDL)
PURPOSE <u>Market Mall Site Inspection & Palamas Project and project works</u>	TOTAL
<u>1 5 days Sept 1 - 16</u>	
AMOUNT IN WORDS: <u>four thousand two hundred fifty pesos only</u>	TOTAL <u>4,250</u>
INDICATE OUTSTANDING CASH ADVANCE (if any)	DATE GRANTED EDL
DISCLOSURE: I hereby affirm my consent for Accounting Department to effect automatic salary deduction at the nearest payroll period the full amount should I fail to the comply the ELD or liquidate the same 7 days after the last date of expenses.	
REQUESTED BY: <u>Newton Sanchez Jr.</u>	APPROVED BY: <u>AL Comendador</u>
ATTESTED BY: <u>Francis Alumban</u>	

FO-ACT-016
Rev. 09/14/17



PREMIUM MEGASTRUCTURES INC.
1423 The Mondrian Building, P. Ocampo St. Ext. San
Antonio Village, Makati City 1203 Philippines



ITINERARY/EMPLOYEE TRAVEL FORM

Date Prepared: Sep 1, 2022

(Please submit at least 2 days prior to departure)

Name of Employee:

Newton P. Sanchez Jr.

Position:

Area Dev't Supervisor

Project/Destination:

Manitoba

Date:

Sep 1, 2022

Department:

Operations Infra

Purpose of Trip:

Site Visit "Auxiliary Consultant"

Date of Departure:

Sep 10 - Sep 13 2022

Date of Return:

Sep 18 - 2022

Number of days travel:

I. Transportation

Mode of Transportation(2-way fare)

Land:

Air:

Sea:

Total fare:

Meals

Breakfast:

Lunch:

Dinner:

Total Meals (multiplied by days travel)

III. Lodging

Name of Lodging house/Hotels/etc.

Cost per night:

Total accommodations (multiplied by days travel)

IV. Miscellaneous (if applicable)

Other expenses:

Total Miscellaneous

Total Expenses

(Receipts are required on all expenses. Automatic salary deduction when not liquidated within 7 days upon return to work)

Requestor:

Newton Sanchez Jr.

Recommending Approval:

Francis Columba / AC General Manager

Employee Signature over printed name

Printed Name & Signature of Immediate Supervisor/Group Head

This portion is for Accounting Verification Purposes

Checked by:

Verified by:

Printed Name & Signature of Corporate Accountant

Printed Name & Signature Finance Group Head

Cc: HR201file/DTR/Payroll/Petty Cash/File

FO-HRD-021

Rev. 0 10/20/13

Note: Please fully accomplish this Itinerary/Employee Travel Form first before accomplishing the Payment Order/CA Form