

DATE	DESTINATION		AREA	REASON	TRANSPORTATION	RECEIPT NUMBER	FARE	PER DIEM	HOTEL	OTHERS	TOTAL
	FROM	TO									
November 24, 2025	IBO (BHOUSE)	TERMINAL PORT (PIER 3 CEBU)	CEBU	TRAVEL TO LEYTE	MOTORCYCLE		300.00	0.00	0.00	0.00	300.00
	TERMINAL PORT (PIER 3 CEBU)	MANDAUE SERVICE CENTER	CEBU	TRAVEL TO LEYTE	MOTORCYCLE		350.00	0.00	0.00	0.00	350.00
November 25, 2025	MANDAUE SERVICE CENTER	BDO MANDAUE	MANDAUE	CHEQUE DEPOSIT	MOTORCYCLE		120.00	0.00	0.00	0.00	120.00
	BDO MANDAUE	IBO (BHOUSE)	CEBU		MOTORCYCLE		250.00	0.00	0.00	0.00	250.00
November 26, 2025	IBO (BHOUSE)	TERMINAL PORT (PIER 3 CEBU)	CEBU	TRAVEL TO LEYTE	MOTORCYCLE		300.00	0.00	0.00	0.00	300.00
	TERMINAL PORT (PIER 1 CEBU)	TERMINAL PORT (ORMOC)	LEYTE		SHIP		1,210.00	600.00	0.00	25.00	1,835.00
	TERMINAL PORT (ORMOC)	VAN TERMINAL (ORMOC)	LEYTE		TRICYCLE		80.00	0.00	0.00	0.00	80.00
	VAN TERMINAL (ORMOC)	VAN TERMINAL (TACLOBAN)	LEYTE		VAN		380.00	0.00	0.00	0.00	380.00
November 27, 2025	HOTEL RODULFO	HOTEL RODULFO	LEYTE	DEALER VISITATION	TRICYCLE		100.00	600.00	2,950.00	0.00	3,650.00
	RL (TACLOBAN)	HOTEL RODULFO	LEYTE		TRICYCLE		100.00	0.00	0.00	0.00	100.00
November 28, 2025	HOTEL RODULFO	RL (TACLOBAN)	LEYTE	DEALER VISITATION	TRICYCLE		100.00	0.00	0.00	0.00	100.00
	RL (TACLOBAN)	HOTEL RODULFO	LEYTE		TRICYCLE		100.00	0.00	0.00	0.00	100.00
November 29, 2025	HOTEL RODULFO	VAN TERMINAL (TACLOBAN)	LEYTE		TRICYCLE		100.00	600.00	0.00	0.00	700.00
	VAN TERMINAL (TACLOBAN)	VAN TERMINAL (ORMOC)	LEYTE	MEL GOING BACK TO C	VAN		380.00	0.00	0.00	0.00	380.00
	TERMINAL PORT (ORMOC)	TERMINAL PORT (ORMOC)	LEYTE		TRICYCLE		80.00	0.00	0.00	0.00	80.00
	TERMINAL PORT (ORMOC)	TERMINAL PORT (PIER 1 CEBU)	LEYTE		SHIP		1,210.00	0.00	0.00	30.00	1,240.00
	TERMINAL PORT (PIER 1 CEBU)	IBO (BHOUSE)	CEBU		MOTORCYCLE		300.00	0.00	0.00	0.00	300.00
	ACTUAL EXPENSES						40,110.00	42,510			0.00
	ACTUAL CASH ADVANCE						42,000				
	EXCESS / REIMBURSEMENT						1,110.00				
	Mr. June/A. Compuesto										
	AO - CEBU										
			Ms. Joanna Marie E. Dulog		Mr. Christian Keith Sarmiento						
			Sales Supervisor		AVP-Sales						



TRAVEL & TRANSPORT CEBU DRAWS
INPUT VAT
ADV. TO EMPLOYEES

39,964.09
2,035.91

42,000.00



14 days 3m 15 hrs
Leyte Area
voided claim based
on discrepancy of 14 days 3m 15 hrs