	A TERMINAL TO MANILA/DINNER MEALS	₱220.00			₱188.00					₱408.00
OCTOBER 16 2025	FARE BOOKED TICKET FOR BACK TO BICOL/BUS TICKET TO BICOL				₱1,550.00				₱188.00	₱1,738.00
	LALAMOVE OF DOCUMENTS TO HEAD OFFICE								₱103.00	₱103.00
OCTOBER 21 2025	BREAKFAST MEAL/TO ARCOVIA TERMINAL/TRAVEL TO BICOL	₱160.00							₱208.00	₱368.00
	LUNCH MEAL/DINNER MEAL	₱440.00								₱440.00
	LEGAZPI TERMINAL TO HOME		₱200.00							₱200.00
OCTOBER 22 2025	HOME TO OLD ALBAY/OLD ALBAY TO LEGAZPI/PRINTING OF DOCUMENTS		₱113.00						₱101.00	₱214.00
	TO RRS LEGAZPI/ TO WILLYS LEGAZPI/LUNCH MEAL	₱220.00	₱26.00							₱246.00
	TO RRS HEAD OFFICE/TO WILLYS TECHZONE/DINNER MEALS	₱220.00	₱26.00						Printing Docs	₱246.00
	TO OLD ALBAY/OLD ALBAY TO HOME		₱113.00							₱113.00
OCTOBER 23 2025	TO OLD ALBAY/OLD ALBAY TO TERMINAL		₱113.00							₱113.00
	BREAKFAST MEALS/LEGAZPI TO TABACO	₱160.00	₱70.00							₱230.00
	TO RRS TABACO/LUNCH MEAL	₱220.00	₱25.00							₱245.00
	WILLY AND SONS TABACO TO TERMINAL		₱25.00							₱25.00
	TABACO TERMINAL TO LEGAZPI TERMINAL/DINNER MEALS/	₱220.00	₱70.00							₱290.00
	LEGAZPI TERMINAL TO OLD ALBAY/OLD ALBAY TO HOME		₱113.00							₱113.00
OCTOBER 24 2025	HOME TO OLD ALBAY/OLD ALBAY TO LEGAZPI		₱113.00							₱113.00
	SUPPLIES TO BE USE FOR POUCHING DOCUMENTS (BROWN ENVELOP AND LETTER ENVELOP)								₱64.00 Printing Docs	₱64.00
	POUCHING OF DOCUMENTS/TO WILLY AND SONS HEAD OFFICE		₱13.00						₱192.00	₱205.00
	WILYS HEAD OFFICE TO OLD ALBAY/OLD ALBAY TO HOME		₱113.00						pouching	₱113.00
OCTOBER 27 2025	HOME TO LEGAZPI TERMINAL/BREAKFAST MEAL	₱160.00	₱113.00							₱273.00
	LEGAZPI TERMINAL TO NAGA /LUNCH MEAL	₱220.00			₱210.00					₱430.00
	TO RRS NAGA/TO WILLY AND SONS NAGA		₱125.00							₱125.00
	WIILLY AND SONS NAGA TO TERMINAL		₱100.00							₱100.00
	NAGA TERMINAL TO GOA TERMINAL /TERMINAL TO HOTEL/HOTEL ACCOMMODATION		₱15.00		₱94.00		₱1,950.00			₱2,059.00
	FARE FOR DINNER/DINNER MEALS	₱220.00	₱30.00							₱250.00
OCTOBER 28 2025	BREAKFAST MEALS/ TO RRS GOA AND WILLYS GOA	₱160.00	₱15.00							₱175.00
	TO GOA TERMINAL/ GOA TERMINAL TO ANAYAN PILI		₱80.00							₱80.00
	TO PILI CENTRO/LUNCH MEALS	₱220.00	₱15.00							₱235.00
	CENTRO TO ANAYAN DIVERSION/TO NABUA CAM SUR		₱65.00							₱65.00
	ACCOMMODATION		₱60.00				₱1,500.00			₱1,560.00
	FARE FOR DINNER/DINNER MEALS	₱220.00	₱120.00							₱340.00
OCTOBER 29 2025	BREAKFAST MEALS/NABUA DIVERSION TO GUINOBATAN DIVERSION	₱160.00			₱80.00					₱240.00
	DIVERSION TO CENTRO/LUNCH MEAL	₱220.00	₱50.00							₱270.00
	CENTRO TO WILLYS GUINOBATAN		₱30.00							₱30.00
	WILLYS GUINOBATAN TO CENTRO		₱30.00							₱30.00
	GUINOBATAN TO LEGAZPI/DINNER MEALS	₱220.00	₱65.00							₱285.00
	LEGAZPI TO OLD ALBAY/OLD ALBAY TO HOME		₱113.00							₱113.00
OCTOBER 30 2025	HOME TO LEGAZPI/RRS LEGAZPI TO WILLYS LEGAZPI		₱126.00							₱126.00
	LUNCH MEALS/TO RRS HEAD OFFICE	₱220.00	₱13.00							₱233.00
	RRS HEAD OFFICE TO WILLYS HEAD OFFICE		₱13.00							₱13.00
	WILLY AND SONS HEAD OFFICE TO OLD ALBAY/ OLD ALBAY TO HOME		₱113.00							₱113.00
TOTAL									₱35,518.00 50	
CASH ADVANCE									₱33,720.00	
EXCESS/REIMBURSEMENT :	1,798.50								-₱1,798.00 50	

TRAVEL & TRANSPO LEG. OFFICE 32,443.58
POSTAGE & STAMPS LAC OFFICE 457.15
OFFICE SUPPLIES BEIN OFFICE 292.52
INPUT VAT 526.75
TOTAL 33,720.00

Prepared by: 11/3/25
John Rhey B. Arimado
Account Officer

Noted by:
Ms. Joanna Marie E. Dulog
Sales Supervisor

Approved by:
Mr. Christian Keith Sarmiento
Assistant Vice President - Sales

RECEIVED BY: DATE: 11/7/25 TIME: 2:37

AUDITED BY: DATE: 11/18/25