**EXPENSE REPORT**

*For Office Use Only*

Note: This form shall be used for expense reimbursements, petty cash replenishment and liquidation of cash advances.

Please attach original receipts/invoices and any other pertinent documents. Single payment of over P2000 from petty cash is not allowed.

**PURPOSE:**  ASCEND: The Junior Practicum Seminar 2012

**EMPLOYEE INFORMATION:**

Name: Rogelio Mariano Jr. (CASA President) Department: Faculty of Arts and Letters ( UST – CASA) Date Submitted: February 20, 2012

Charged: Student Activity Fund (SAF) Cash Requisition No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Ref | Description | Meals | Transport | Supplies | Lodging | Repairs | Others | Misc. | Total |
| 02-01-11 |  | Mini Rose Copy Center |  |  |  |  |  |  | P 225.00 | P 225.00 |
|  | 000-468-433-000 | Kapatiran Kaunlaran Foundation  |  |  |  |  |  | P 700.00 |  | P 700.00 |
|  |  | \*Acknowledgement Receipt\* |  |  |  |  |  | P 350.00 |  | P 350.00 |
| 02-03-11 | 000-082-723-001 | Joli’s Gen. Mdse Inc. |  |  |  |  |  |  | P 450.00 | P 450.00 |
|  | 103-955-837-000 | C Miranda Bookstore  |  |  |  |  |  |  | P 26.25 | P 26.25 |
|  | 103-955-837-000 | C Miranda Bookstore |  |  |  |  |  |  | P 900.00 | P 900.00 |
| 02-04-11 | 103-955-837-000 | C Miranda Bookstore |  |  |  |  |  |  | P 17.75 | P 17.75 |
|  | 203-215-200-001 | Photoprints |  |  |  |  |  |  | P 56.00 | P56.00 |
|  |  | Latin Quarters(Food for Speakers) | P 180.00 |  |  |  |  |  |  | P 180.00 |
|  | 002930 | Starbucks Coffee(Token for Speakers) | P 2000.00 |  |  |  |  |  |  | P 2000.00 |
|  | 005-571-216-001 | Jollibee(Food for Speakers) | P 248.00 |  |  |  |  |  |  | P 248.00 |
|  | 000-333-173-473 | Greenwich (Food for Speakers) | P 297.00 |  |  |  |  |  |  | P 297.00 |
|  | 000-333-173-473 | Greenwich (Food for Speakers) | P 396.00 |  |  |  |  |  |  | P 396.00 |
|  | 0024 | Allyse Food and Drinks(Foord for Speakers) | P 585.00 |  |  |  |  |  |  | P 585.00 |
|  |  | Wendy’s (Food for Speakers) | P 110.01 |  |  |  |  |  |  | P 110.01 |
| 02-06-11 |  | Nitz |  |  |  |  |  |  | P 450.00 | P 450.00 |
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| I certify the above expenses are for official business only. |  |  |  |  |  | **Subtotal** | P 6991.00 |
|  |  |  |  |  |  |  |  | **Less- Advances** | P 7000.00 |
| **APPROVED:** Prof. Michael Anthony C. Vasco, Ph.D (Dean/Head) Check No. \_\_\_\_\_\_\_\_\_\_ Rev. Fr. Joseto N. Bernadas, Jr., O.P. (Regent)  | **Refund(Reimbursement)** | P 9.00 |