**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:**  1ST INQUIRER READ ALONG FESTIVAL

**EMPLOYEE INFORMATION:**

Name: \_\_Rogelio Mariano Jr. (CASA President)\_\_\_ Department: \_\_Faculty of Arts and Letters ( UST – CASA) \_\_ Date Submitted: December 8, 2011

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Ref | Description | Meals | Transport | Supplies | Lodging | Repairs | Others | Misc. | Total |
| 11/28/11 | 000-082-723-001 | Supplies |  |  |  |  |  |  |  | P 80.00 |
|  | 103-955-837-000 | Scotch Tapes |  |  |  |  |  |  |  | P 166.50 |
|  | 000-082-723-001 | Tali |  |  |  |  |  |  |  | P 60.00 |
|  |  | Cheap Board |  |  |  |  |  |  |  | P 96.00 |
|  |  | Double Sided Tape |  |  |  |  |  |  |  | P 72.00 |
|  |  | Cutter |  |  |  |  |  |  |  | P 144.00 |
|  |  | Flowers |  |  |  |  |  |  |  | P 264.00 |
|  |  | Max |  |  |  |  |  |  |  | P 400.00 |
| 11/29/11 | 103-955-837-000 | Scotch Tape |  |  |  |  |  |  |  | P 36.75 |
|  |  | Nissan Urvan |  |  |  |  |  |  |  | P 1200.00 |
| I certify the above expenses are for official business only. | | |  |  |  |  |  | **Subtotal** | | P 2518.75 |
|  |  |  |  |  |  |  |  | **Less- Advances** | | ---------- |
| **APPROVED:**  Prof. Michael Anthony C. Vasco, Ph.D (Dean/Head) Check No. \_\_\_\_\_\_\_\_\_\_  Rev. Fr. Joseto N. Bernadas, Jr., O.P. (Regent) . | | | | | | | **Refund(Reimbursement)** | | | P 2518.75 |