**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:**  VRAI DES COULEURS: The Search for the Next Mr. and Ms. Communication Arts\_\_\_\_\_\_\_

**EMPLOYEE INFORMATION:**

Name: \_\_Rogelio Mariano Jr. (CASA President)\_\_\_ Department: \_\_Faculty of Arts and Letters ( UST – CASA) \_\_ Date Submitted: February 2, 2012

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Ref | Description | Meals | Transport | Supplies | Lodging | Repairs | Others | Misc. | Total |
| 08-30-2011  |  | MMCA Photo Shoot(Rental : Studio) |  |  |  | 1650.00 |  |  |  | 1650.00 |
|  |  | MMCA Photo Shoot (Rental: Studio)  |  |  |  | 1650.00 |  |  |  | 1650.00 |
|  | 200.741.954.134 | Pizza Hut  | 1190.00 |  |  |  |  |  |  | 1190.00 |
| 09-08-2011 | 04-0000604281 | MMCA Press Conference(Payment for Venue) |  |  |  | 545.20 |  |  |  | 545.20 |
| 09-13-2011 | 0761 | MMCA Promotions (Tarpaulin Printing) |  |  |  |  |  | 3 420.00 |  | 3 420.00 |
|  | 3939 | MMCA Pageant Night(Props: Nylon) |  |  | 21.00 |  |  |  |  | 21.00 |
| 09-14-2011 | 0255209 | MMCA Promotions (Tarpaulin Printing) |  |  |  |  |  | 180.00 |  | 180.00 |
| 09-16-2011 | 0718 | MMCA Pageant Night(Invitations Printing) |  |  |  |  |  | 42.00 |  | 42.00 |
| 09-20-2011 | 5533 | MMCA Pageant Night(Props: Chicken Wire)  |  |  | 120.00 |  |  |  |  | 120.00 |
|  | 2674 | MMCA Pageant Night(Crowns)(Props: Cloth) |  |  | 760.00 |  |  | 800.00 |  | 1 560.00 |
|  |  | MMCA Pageant Night(Rental : Smoke Machine) |  |  |  |  |  | 750.00 |  | 750.00 |
| 09-21-2011 |  | MMCA Pageant Night(Token for Judges) |  |  |  |  |  | 1 148.75 |  | 1 148.75 |
|  |  | MMCA Pageant Night(Staff) | 2 700.00 |  |  |  |  |  |  | 2 700.00 |
|  | 007.189.834.027 | MMCA Pageant Night(Food for Judges) | 650.00 |  |  |  |  |  |  | 650.00 |
|  |  | MMCA Pageant Night(Plaques) |  |  |  |  |  | 1 600.00 |  | 1 600.00 |
|  |  | MMCA Pageant Night(EdTech Staff) |  |  |  |  |  |  |  |  |
|  |  | MMCA Technical Rehearsal(Payment for Venue) |  |  |  | 1 934.00 |  |  |  | 1 934.35 |
|  |  | MMCA Pageant Night(Payment for Venue) |  |  |  | 2 434.00 |  |  |  | 2 370.35 |
| 09-24-2011 |  | Kamay Portrait & Printing Center |  |  | 950.00 |  |  |  |  | 950.00 |
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| I certify the above expenses are for official business only. |  |  |  |  |  | **Subtotal** | 22481.65 |
|  |  |  |  |  |  |  |  | **Less- Advances** | 21 040.00 |
| **APPROVED:**  Prof. Michael Anthony C. Vasco, Ph.D (Dean/Head) Check No. \_\_\_\_\_\_\_\_\_\_ Rev. Fr. Joseto N. Bernadas, Jr., O.P. (Regent) . | **Refund(Reimbursement)** | 1441.65 |