**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:** PANULAT AT KAPE: ISANG SEMINAR NI RICKY LEE SA PAGSULAT

**EMPLOYEE INFORMATION:**

Name: \_\_Catherine Cenal (CASA Treasurer)\_\_\_ Department: \_\_Faculty of Arts and Letters ( UST – CASA) \_\_ Date Submitted: February 29, 2012

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Ref | Description | Meals | Transport | Supplies | Lodging | Repairs | Others | Misc. | Total |
| 11-Feb | 2084 | Poster |   |   |   |   |   | 143 |   | 143.00 |
|  | 599 | Food for Staff, Speaker (AM, PM, Snacks) | 867 |   |   |   |   |   |   | 867.00 |
|  | 2701 |  | 180 |   |   |   |   |   |   | 180.00 |
|  | 240 |  | 90 |   |   |   |   |   |   | 90.00 |
|  | 157752 |  | 135 |   |   |   |   |   |   | 135.00 |
|  | 48255 |  | 54 |   |   |   |   |   |   | 54.00 |
|  | 112994 |  | 320 |   |   |   |   |   |   | 320.00 |
|  | 434 | Tokens |   |   |   |   |   | 300.00 |   | 300.00 |
|  | NA |  |   |   |   |   |   | 75 |   | 75.00 |
|  | 228441 | Supplies |   |   | 45 |   |   |   |   | 45.00 |
|  | 228568 |  |   |   | 47.00 |   |   |   |   | 47.00 |
|  | 228552 |  |   |   | 247.00 |   |   |   |   | 247.00 |
|  | 2084 | Poster |   |   |   |   |   | 143 |   | 143.00 |
| I certify the above expenses are for official business only. |  |  |  |  |  | **Subtotal** | P 2503.00 |
|  |  |  |  |  |  |  |  | **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 2500.00 |