

## CLEARANCE FOR FINANCIAL REQUIREMENTS

**IMPORTANT NOTES:**

This form must be submitted after submission and subsequent clearance of Purchase Request Form to Purchasing Office.  
Estimated costs based on PO feedback and allowable expenses may be indicated.

<b>PROPONENT(S)</b>	
<b>COLLEGE / DEPT.</b>	
<b>TITLE OF PROJECT / RESEARCH</b>	

TARGET CONFERENCE / JOURNAL PUBLICATION	DATE AND VENUE

ITEM <i>(fill out items that are applicable)</i>	PROPOSED AMOUNT	ACTUAL ALLOCATION <i>(to be filled out by OVPF)</i>
Registration (for all papers to be presented)		
Airfare		
Visa Fees		
Substitution Pay		
Terminal Fee		
Travel Tax		
Transportation Expense (to and from the airport)		
FSA (Meal allowance & In-land transportation)		
Lodging		
<b>TOTAL (IN PHP)</b>		

PREPARED BY	REVIEWED BY	ENDORSED BY
SIGNATURE OVER PRINTED NAME/DATE PROPONENT	SIGNATURE OVER PRINTED NAME/DATE COLLEGE RESEARCH COORDINATOR	SIGNATURE OVER PRINTED NAME/DATE DEAN

(Do not write below this line)

<b>REMARKS</b>

RECOMMENDED BY	APPROVED BY
SIGNATURE OVER PRINTED NAME/DATE CONTROLLER	SIGNATURE OVER PRINTED NAME/DATE CFO