**ACTIVITY REQUISITION FORM**

**Expenses Details:**

|  |  |  |
| --- | --- | --- |
|  |  | **Person in charge:** |
| ***Venue Fee:*** |  |  |
| ***Speaker/s:*** |  **TIN #:**  |  |
| ***Token/Honorarium:*** |  |  |
| ***Invitation/Handouts/Tarpaulin*** |  |  |
| ***Food and Drinks:****(No. of persons)* |  |  |
| ***Miscellaneous:*** |  |  |
|  |  |  |
| ***Registration Fee:*** |  |  |
| ***Transportation:*** |  |  |
| ***Per Diem*** |  |  |
| ***Others:*** |  |  |
|  |  |  |
| ***Amount to be Requested:*** |  |  |

**This amount is to be charged to:**

|  |  |
| --- | --- |
| ***Activity:*** |  |
| ***Organizer:*** |  |
| ***Venue:*** |  |
| ***Date and Time:*** |  |

|  |  |
| --- | --- |
|  | Faculty and Staff Development |
|  | Research Expense |
|  | Activities |
|  | Meals and Representation |
|  | Petty Cash |
|  | Funded Research |
|  | Others-please specify |

**Action Taken:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***APPROVED:*** |  | ***DISAPPROVED*** |  |

**Noted by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name and Signature

Director