

TOP ARMADA CEMENT CORPORATION
HUMAN RESOURCES AND ADMIN DEPARTMENT

EXPENSE REPORT

Nature of Activity: TEAM BUILDING 2024

Duration of Activity: FROM AUGUST 16, 2024 TO AUGUST 17, 2024

Summary of Expenses

(Please attach invoices, Official Receipts and other supporting documents)

Date	Description	Amount
	VENUE AND ACCOMODATION	
08.10.2024	TOUCHPAY - GCASH CASH IN	P5,100.00
	RECEIPT NO. 15229	
	PARAISO HILLS RESORT GCASH NO. 09178597452	
	Reservation and GCASH Transaction Fee	
08.16.2024	PARAISO HILLS RESORT	P25,000.00
	OR #0038	
	Full Payment of Accomodation (PHP 30,000.00)	
	FOOD	
08.15.2024	MARKET EXPENSES C/O ETHYLENE	P1,300.00
	Recados 1 (PHP 595.00)	
	Recados 2 (PHP 365.00)	
	Recados 3 (PHP 340.00)	
08.15.2024	SM SUPERMARKET	P5,990.79
	SI #010237762	
	Recados 4 c/o Darlene	
08.16.2024	PUREGOLD EXPENSES C/O RED	P830.00
	***without receipt GREEN SLIP NO.4031	
	Recados 5 c/o Red	
08.16.2024	MARKET EXPENSES C/O RICA	P1,350.00
	Recados 6 (PHP 1500)	
08.16.2024	MARKET EXPENSES C/O Robert and Brian	P110.00
	Recados 7 (PHP 110)	
08.16.2024	MARKET EXPENSES C/O ETHYLENE	P100.00
	Recados 8 (PHP 100)	
08.16.2024	ALFAMETRO MARKETING, INC.	P1,523.00
	SN#XTL41078	
	Alcoholic Beverages c/o Nikka	
08.19.2024	Expense Report c/o Darlene	P895.00
	Recados 9	
	TRANSPORTATION	
08.13.2024	GCASH C/O GEE	P3,000.00
	REFERENCE NO. 2019952254852	
	DRIVER RICHARD GCASH NO. 09156704618	
	3 VANS TRANSPORTATION FROM CENTERPOINT OFFICE TO PARAISO HILLS RESORT AND VICE VERSA	
08.13.2024	CREATIVE PARKING	P80.00
	TICKET NO. 004621	
	VAN NO. 3 PARKING (WAITING FOR GM AND RLJ) C/O NIKKA	
08.17.2024	VAN TRANSPORTATION C/O GEE	P18,000.00
	VAN DRIVER: DARYL JUNE DE JESUS	
	VAN DRIVER: HENRY BELTRAN	
	VAN DRIVER: CHRISTIAN MANALASTAS	
08.17.2024	VAN TRANSPORTATION C/O RED	P500.00
	ADDITIONAL TRANSPORTATION FEE TO VISIT WINDMILL (PHP 3,000.00)	
	*C/O RLJ REMAINING PHP2,500	
	ACTIVITIES	
08.15.2024	MPS: MARINDUQUE PRINTING SERVICES	P240.00
	SI #0602	
	TEAM BUILDING TARPULIN C/O JARED	
08.15.2024	LALAMOVE	P126.00
	ORDER ID #145351059697	
	DELIVERY OF TARPULIN FROM MPS TO CENTERPOINT OFFICE	
08.17.2024	WATSONS PERSONAL CARE STORES PH INC.	P531.25
	SI #0000002329	
	FIRST AID KIT	
08.17.2024	NATIONAL BOOKSTORE INC	P788.00
	SI #0815202409990035004865	
	MATERIALS FOR THE ACTIVITIES C/O RED	
	TOTAL EXPENSES	P65,464.04
	EXPENSE CATEGORY (refer to EPR)	Budget
	VENUE AND ACCOMODATION	P27,480.00
	ENVIRONMENTAL FEE	P600.00
	FOOD	P13,050.00
	TRANSPORTATION	P21,000.00
	ACTIVITIES	P3,900.00
	TOTAL	P66,030.00
		P65,384.04

Prepared by:	MARIA NIKKA COLEEN FELIZARDO	DATE OF REPORT:	
		DATE SUBMITTED:	