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**	**₱5,100.00**
	RECEIPT NO. 15229	
	PARAISO HILLS RESORT GCASH NO. 09178597452	
	Reservation and GCASH Transaction Fee	
08.16.2024	**PARAISO HILLS RESORT**	**₱25,000.00**
	OR #0038	
	Full Payment of Accomodation (PHP 30,000.00)	
	FOOD	
08.15.2024	**MARKET EXPENSES C/O ETHYLENE**	**₱1,300.00**
	Recados 1 (PHP 595.00)	
	Recados 2 (PHP 365.00)	
	Recados 3 (PHP 340.00)	
08.15.2024	**SM SUPERMARKET**	**₱5,990.79**
	SI #010237762	
	Recados 4 c/o Darlene	
08.16.2024	**PUREGOLD EXPENSES C/O RED**	**₱830.00**
	*****without receipt GREEN SLIP NO.4031**	
	Recados 5 c/o Red	
08.16.2024	**MARKET EXPENSES C/O RICA**	**₱1,350.00**
	Recados 6 (PHP 1500)	
08.16.2024	**MARKET EXPENSES C/O Robert and Brian**	**₱110.00**
	Recados 7 (PHP 110)	
08.16.2024	**MARKET EXPENSES C/O ETHYLENE**	**₱100.00**
	Recados 8 (PHP 100)	
08.16.2024	**ALFAMETRO MARKETING, INC.**	**₱1,523.00**
	SN#XTL41078	
	Alcoholic Beverages c/o Nikka	
08.19.2024	**Expense Report c/o Darlene**	**₱895.00**
	Recados 9	
	TRANSPORTATION	
08.13.2024	**GCASH C/O GEE**	**₱3,000.00**
	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**	**₱80.00**
	TICKET NO. 004621	
	VAN NO. 3 PARKING (WAITING FOR GM AND RLJ) C/O NIKKA	
08.17.2024	**VAN TRANSPORTATION C/O GEE**	**₱18,000.00**
	VAN DRIVER: DARYL JUNE DE JESUS	
	VAN DRIVER: HENRY BELTRAN	
	VAN DRIVER: CHRISTIAN MANALASTAS	
08.17.2024	**VAN TRANSPORTATION C/O RED**	**₱500.00**
	ADDITIONAL TRANSPORTATION FEE TO VISIT WINDMILL (PHP 3,000.00)	
	**C/O RLJ REMAINING PHP2,500*	
	ACTIVITIES	
08.15.2024	**MPS: MARINDUQUE PRINTING SERVICES**	**₱240.00**
	SI #0602	
	TEAM BUILDING TARPAULIN C/O JARED	
08.15.2024	**LALAMOVE**	**₱126.00**
	ORDER ID #145351059697	
	DELIVERY OF TARPAULIN FROM MPS TO CENTERPOINT OFFICE	
08.17.2024	**WATSONS PERSONAL CARE STORES PH INC.**	**₱531.25**
	SI #0000002329	
	FIRST AID KIT	
08.17.2024	**NATIONAL BOOKSTORE INC**	**₱788.00**
	SI #0815202409990035004865	
	MATERIALS FOR THE ACTIVITIES C/O RED	
	TOTAL EXPENSES	**₱65,464.04**

EXPENSE CATEGORY (refer to EPR)	**Budget**	**Actual**	
VENUE AND ACCOMODATION	₱27,480.00	₱30,100.00	
ENVIRONMENTAL FEE	₱600.00		
FOOD	₱13,050.00	₱12,098.79	
TRANSPORTATION	₱21,000.00	₱21,580.00	
ACTIVITIES	₱3,900.00	₱1,685.25	
TOTAL	**₱66,030.00**	**₱65,464.04**	**₱565.96**

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