



De La Salle University
Office of the Controller – Accounting and Finance Services

SUMMARY OF RESEARCH EXPENSES FOR REIMBURSEMENT
 FOR THE PERIOD COVERED _____

PRS Number/date: _____

EXPENSES	PAGE NUMBER	AMOUNT	PERCENTAGE TO TOTAL
1. Food (not to exceed 25% of total reimbursement)	Ex. 1 - 5	P 20,000.00	Ex. 20%
2. Transportation			
3. Communication (not to exceed 20% of total reimbursement)			
4. Accommodation			
5. Supplies and materials			
6. Equipment			
7. Others: Specify			
Total		P 100,000.00	100%

Submitted by:

 Signature over printed name