



# LEYTE STATE UNIVERSITY

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*Office of the President*

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## MEMORANDUM CIRCULAR NO. 47

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**T O: All Concerned**

**R E: Guidelines on the New Rates of Allowances for Official Travels of Government Personnel**

### 1.0 RATIONALE

Executive Order No. 298 prescribes the new rates of allowances for travels hereby modifying the existing rules and regulations and the authorized travel expenses (EO 248 & 248-A). In view of the yearly reduction of the MOOE appropriation, there is a need to prescribe internal guidelines to provide officials and employees on official travel with reasonable means within the financial capability of the University and to ensure that funds shall be used only for necessary and official travels and the privileges herein granted shall not be abused.

### 2.0 HIGHLIGHTS OF E.O. No. 298

- 2.1 Approval of officials and employees of National Government Agencies for less than thirty (30) days and payment of travel expenses shall be approved by the head of office/bureau or equivalent. The Department Secretary or his equivalent therefore shall approve travels that will last thirty (30) days or more and payment of travel expenses. The approval of the Department Secretary concerned shall be construed as equivalent to the approval of the Secretary of Budget and Management.
- 2.2 Allowable Travel Expenses - The traveling expenses of government personnel regardless of rank shall be in the amount of Eight Hundred Pesos (P800.00) per day which shall be apportioned as follows: a) fifty percent (50%) for hotel/lodging, b) thirty percent (30%) for meals and c) twenty percent (20%) incidental expenses.
- 2.3 The amount authorized excludes transportation expenses going to and from the destinations.

- 2.4 Entitlement to travel expenses shall start upon arrival at the place of destination and shall cease upon departure therefrom at the following percentage:

<u>Particulars</u>	<u>Percentage</u>	<u>To Cover</u>
Arrival not later than 12:00 noon	100%-P800.00	Hotel/lodging (50%)-P400.00; meals (30%)-P240.00 and incidental expenses (20%)-P160.00
Arrival after 12:00 noon	80%-P640.00	Hotel/lodging (50%)-P400.00; dinner (10%)-P80.00 and incidental expenses (20%)-P160.00
Departure before 12:00 noon	30%-P240.00	Breakfast (10%)-P80.00 and incidental expenses (20%)-P160.00
Departure after 12:00 noon	40%-P320.00	Breakfast (10%)-P80.00; lunch (10%)-P80.00 and incidental expenses (20%)-P160.00

- 2.5 Claims for payment of travel expenses for travel/assignment to places within the fifty (50) kilometers radius from the municipality (for Manila and Cebu, the last city/municipality covered by Metro Manila or Metro Cebu) where the permanent official station is located, shall be allowed only upon presentation of proof, duly supported by bills or invoices with official receipts of expenses incurred, that they stayed in the place of assignment for the whole duration of their official travel.

If they commute daily from the place of their assignment to the place of their residence or permanent official station, they shall be allowed only the reimbursement of actual fare at the prevailing rates of the authorized mode of transportation and a reasonable cost for meals. The total actual fare and cost of meals and incidental expenses shall in no case exceed Four Hundred Pesos (P400.00) per day.

### 3.0 APPLICABLE PROVISIONS

- 3.1 The GAA provides that persons whose services are contracted under MOOE are not considered employees of the government and not entitled to the benefits granted to government employees.
- 3.2 Travel expenses are not allowed to officials and employees for their travel/assignment to places within the city or municipality where their permanent official station is located (par. 6, Sec. 6, E.O. 248)



#### 4.0 INTERNAL GUIDELINES

In consonance with the above provisions, hereunder are the internal implementing guidelines:

- 4.1 The counting of the fifty (50) kilometers radius shall start from the boundaries of the municipality of Baybay which are: Maybog in the north, Plaridel in the south and Villa in the east.
- 4.2 For travels within Leyte, the travel allowance shall be as follows:
  - 4.2.1 One meal (lunch) and 100% of the incidental expenses shall be paid if using public conveyance, 50% of the incidental expenses if using university vehicle.
  - 4.2.2 Drivers going to the airport to conduct and fetch visitors or university officials shall be allowed one meal either breakfast or lunch depending on the time of arrival and departure. A 50% allowance for incidental expenses shall be given only if they have other official business during office hours.
  - 4.2.3 If the purpose of travel is to attend a whole day conference/meeting and where lunch is provided, the travel allowance shall be for one unit only (breakfast) and the incidental expenses of 50% or 100%, where applicable, shall be claimed. If there is no provision for lunch, the travel allowance shall be for two (2) units.
  - 4.2.4 Travel for purposes of consultation and submission of reports shall be minimized. The use of telephone, telefax, internet or through somebody on official travel is hereby encouraged. If possible, travel for this purpose shall use the V-hire or other forms of public conveyance.
- 4.3 For travels outside Leyte
  - 4.3.1 The President or his authorized official shall determine and indicate in the travel authority the mode or class of transportation to be taken which in all cases shall be the most advantageous to the government from the standpoint of economy and efficiency.
  - 4.3.2 Costs of fuel for the use of university vehicles in Cebu and Manila shall be borne by the user or a reduction of the allowance for incidental expenses equivalent to the fuel cost.
  - 4.3.3 To preclude double payment of expenditures, the travel allowance prescribed shall not be allowed in cases where meals and lodging are fully paid for or furnished by the sponsor or covered by the registration fees. Where the meals and lodging are partially provided the difference shall be paid ~~to~~ the official or employee concerned. In either case the allowance for incidental expenses while in the place of assignment shall be paid.

4.3.4 Duration of travel specified in the travel order shall be strictly observed. Extension or change of dates of travel shall be allowed only in extremely justifiable cases subject to approval by the President.

- 4.4 Travels of employees other than the authorized buyers/canvassers for the purpose of canvassing and/or purchasing shall not be allowed unless justifiable and approved by the President.
- 4.5 Except in the case of payments to PU or TPU vehicles, reimbursement receipts need not support all expenses of P75.00 or less.
- 4.6 Authorized approving officials of travel orders shall see to it that the purpose of travel shall be in line with the official functions of the official or employee and for no other purpose. The specific purpose shall be reflected in the Travel Order.
- 4.7 For those under service/job contracts, they may be entitled to this travel allowance provided it is specified in their contracts. The rate per meal shall be applied as ceiling of actual expenses. Expenses for subsistence should be on reimbursable basis supported with receipts. Claims for actual cost of lodging shall be supported with lodging bills or invoices with receipts. Reimbursement for transportation, if not using government vehicles, shall be supported with tickets that shall form part of the evidence of the actual travel undertaken. The Accountant shall retain a copy of the service/job contracts to ensure that they are entitled to claim travel allowance as reflected in the contracts.
- 4.8 The ICU shall conduct periodic audit and recommend internal control measures to see to it that this privilege is not abused.

## 5.0 EFFECTIVITY

This Circular shall take effect immediately on July 1, 2004.

  
**PACIENCIA P. MILAN**  
President