


MEMORANDUM CIRCULAR NO. 137  
Series of 2024

TO: All Concerned Offices/Units

RE: Additional Cash Advance and Travel Guidelines

FROM:   
DR. PROSE IVY G. YEPES  
University President

DATE: June 19, 2024

In compliance with Audit Observation Memorandum (AOM) No. 2024-005 dated April 22, 2024 we would like to set additional travel guidelines.

Particulars	Legal Basis	Explanation	Remarks/Guidelines
Foreign travel • Cash Advance	COA Circular 2012-001 dated June 14, 2012 Section 1.1.4.2	Documentary Requirements: <ul style="list-style-type: none"><li>● Approved Office Order/Travel Order. For SUCs, approved by the Chairman of Commission on Higher Education (CHED) in the case of head of the SUCs, and approved by the University President in the case of all other officials and employees.</li><li>● Duly approved Itinerary;</li><li>● Letter of invitation of host/sponsoring country/agency/organization;</li><li>● <b>For plane fare, quotations of three travel agencies or its equivalent;</b> (emphasis added)</li><li>● Flight itinerary issued by the airline/ticketing office/travel agency;</li><li>● Copy of the United Nations Development Programme (UNDP) rate for the daily</li></ul>	The conduct of canvassing is required for all foreign travels. If done through travel agencies, the quotations should be duly signed by the travel agencies. If done personally through online platforms, screenshots should also bear the signature of the traveling employee.

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		<p>subsistence allowance (DSA)</p> <ul style="list-style-type: none"> <li>● Document to show the dollar to peso exchange rate at the date of grant of cash advance;</li> <li>● Where applicable, authority from the OP to claim representation expenses;</li> <li>● In case of seminars/trainings: <ul style="list-style-type: none"> <li>○ Invitation</li> <li>○ Acceptance of nominees as participants</li> <li>○ Programme Agenda</li> </ul> </li> <li>● Certification from the accountant that the previous cash advance has been liquidated and accounted for in the books (c/o Accounting Office)</li> </ul>	
<p>Foreign Travel</p> <ul style="list-style-type: none"> <li>● Liquidation of Cash Advance</li> </ul>	<p>COA Circular 2012-001 dated June 14, 2012 Section 1.2.4.2</p>	<p>Documentary requirements</p> <ul style="list-style-type: none"> <li>● Paper/ electronic plane tickets, boarding pass, boat or bus tickets</li> <li>● Certificate of appearance/ attendance for training/ seminar/ participation</li> <li>● Bills/ receipts for non-commutable representation expenses approved by the President under Section 13 of EO 248</li> <li>● For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298)</li> <li>● Revised Itinerary of Travel, if applicable</li> <li>● <b>Narrative report on trip undertaken/ Report on Participation</b> (emphasis supplied)</li> <li>● OR in case of refund of excess cash advance</li> <li>● Certificate of Travel Completed</li> <li>● Liquidation Report</li> </ul>	<ul style="list-style-type: none"> <li>● Liquidation should be made within sixty (60) days from the date of the travel</li> <li>● Narrative/travel report using ISO form FM-HRM-15 is a required attachment during the liquidation.</li> </ul>

Pre-Departure Expenses and Return Trip Fees	Section 11. EO. 77	<ul style="list-style-type: none"> <li>● Pre-departure expenses not exceeding ₱3,500.00 shall be allowed to cover the miscellaneous expenses for taxicabs fare, passport processing, immunization and medical laboratory fees, photographs, portorage, airport terminal fees, if any, and other related expenses.</li> </ul>	As inquired with COA during the exit conference, other related expenses include the cost of visa processing. Maximum amount for pre-departure expenses should only be ₱3,500 even if actual receipt is beyond the said amount.
Cash Advances/ Travel Reimbursements which cover the traveling expense for two or more employees	AOM No. 2024-005 (2023)	<ul style="list-style-type: none"> <li>● Management should discourage this practice in the granting of cash advances. The cash advance should only cover the traveling expenses of the one requesting the cash advance; and reimbursement, if any, should only be paid to the rightful claimant.</li> </ul>	<p>Based on the June 6, 2024 COA Exit conference, the following are the agreements:</p> <ul style="list-style-type: none"> <li>● Regular employees who have outstanding cash advance are no longer allowed to be accommodated in the cash advance of another regular employee.</li> <li>● Casual/contractual employees are allowed to cash advance (for travel related transactions only, not as disbursing officers).</li> <li>● Students and Job Order Workers who have approved travel engagements may be given a cash advance through their adviser/ project leader who is part of the activity. Said employee is responsible for the liquidation thereof within the prescribed timeline. Note that the employees who accommodated the unliquidated cash advance of the students/ JO Workers are not allowed to be granted another cash advance.</li> </ul>

Moreover, in compliance with AOM No. 2024-007 (2023) dated May 14, 2024 issued by the COA which emphasized that:

“We recommend that the University President require the accountable officers and employees to settle their accounts or refund their cash advance, especially those that are already long overdue.”

All employees are required to liquidate their cash advances within the prescribed period:

- For local travel, within thirty (30) days upon return to workstation.
- For foreign travel, within sixty (60) days upon return to the Philippines.

Failure of the Accountable Officer to liquidate his/her cash advance within the prescribed period shall constitute a valid cause for the withholding of his/her salary (COA Circular No. 97-002).

The Accounting Office will be issuing demand letters to the employees with unsettled cash advances in the following schedule:

- First Notice - to be issued on the 30th day upon return to workstation (for local travel) or 60th day upon return to the Philippines (for foreign travel)
- Second Notice - to be issued seven (7) calendar days after the issuance of the first notice
- Final Notice - to be issued seven (7) calendar days after the issuance of the second notice

The concerned employee will be given five (5) calendar days from the date of receipt of the Final Notice to liquidate his/her cash advance; otherwise the employee will be dropped from the general payroll in the next payroll cut-off.

The following guidelines are effective June 24, 2024.

For your strict compliance.