



29 March 2019

MEMORANDUM CIRCULAR NO. 37
Series of 2019

T O: All Concerned

R E: Internal Guidelines on Payment for Daily Traveling Expenses/ Allowances

OP Memorandum Circular No. 30, Series of 2019 was issued to disseminate Executive Order No. 77 which prescribed for the new rules and regulations and rates of expenses and allowances for official and foreign travels of government personnel. However, no additional budget was released in lieu of the increase, hence internal guidelines are set.

Section 3a of said guideline states that Official local or foreign travels and assignment under this Order shall cover only those which meet the following criteria:

- i) It is essential to the effective performance of an official or employee's mandates or functions
- ii) It is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be delivered by the State
- iii) The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and
- iv) The projected expenses are not excessive or involve minimum expenditures

In addition Section 3b says that all officials authorized to approve local travel or overseas are required as far as practicable, to minimize travel cost. Hence, all forms of communications, such as, but not limited to teleconferencing and videoconferencing or submission of briefs and position papers, as alternatives to travel must be explored, provided, these do not compromise national security and confidentiality of official communications.

In line with the above provisions It is suggested that the Scholarship Committee for both Academic and Administrative should limit the number of participants attending trainings or conferences to consider the importance to function and frequency of attendance in previous seminars.

I. Travel beyond 50 km radius from permanent official station

Sec. 5b. The maximum allowable Daily Transportation Expenses (DTE) of government personnel regardless of rank and position shall be apportioned as follows:

9



Destination / Cluster	Maximum Daily Transportation Expenses (DTE)			
	Hotel (50%)	Meals (30%)	Incidental Expenses (20%)	Total Amount (100%)
Cluster I (Reg. I-III, V, VII-VIII, XII-XIII)	750	450 (150/meal)	300	1,500
Cluster II (CAR, Reg. VI-VII, X-XI)	900	540 (180/meal)	360	1,800
Cluster III (NCR, Reg. IV-A & IV-B)	1,100	660 (220/meal)	440	2,200

The claims for payment of DTE as provided under Section 5(b)(i) hereof shall not require presentation of bills and receipts.

Internal Guidelines:

On Meals

- Departure from the official station before 7:00AM entitled to claim breakfast
- Arrival to official station/residence beyond 8:00 PM entitled to claim dinner
- For attendance to conference, training or seminar where Registration Fee includes lunch, the equivalent amount for one (1) meal is not allowed.

On Incidental Expenses

- If government / University vehicle is used, Incidental Expenses shall only be 50%.

II. Travel within 50-km radius from the Permanent Official Station

- Entitled to claim actual transportation expenses, as well as meals but not exceeding the rates provided therein.
- The claim for hotel/lodging expense shall be substantiated by a hotel bill or invoice to prove that the official or employee stayed in the place of assignment for the whole duration of the official travel. (Sec. 6a)

Mode of Transportation and Type of Accommodation (Sec7a)

As a general rule, only the ordinary public conveyance or customary modes of transportation shall be used. The use of chartered trips, special hires of public utilities, garage cars, water vessels and other extraordinary means of transportation shall not be allowed unless justified by the prevailing circumstances, such as but not limited to, carrying large amount of cash, bulky equipment and important documents, inclement weather, accompanying dignitaries or high level government officials, or when time is of the essence.

If a private vehicle is used, no reimbursement of the cost of gasoline and fuel shall be allowed. The official or employee concerned, however, is entitled to the equivalent cost of the customary mode of transportation. (Sec.5)



The allowable taxi fares are as follows:

DESTINATION	RATES
CEBU	
Pier to VCO/Terminal/official destination	P 200.00
VCO/Terminal to Pier	200.00
Pier/VCO to Airport	300.00
MANILA	
Airport to VMO/Bus Terminal(for UPLB, Baguio, Tagaytay & etc.	300.00
Airport to Quezon City	400.00
Others Places	
Pier to Terminal/official destination	200.00
Pier to Airport	300.00
Airport to Terminal/ official destination	300.00

Note: Amount exceeding P300 should be supported with receipt and maximum amount allowable is P450.00 only.

In addition, COA Cir. 2017-001 dated June 19, 2017, provides for reimbursement of expenses not requiring official receipts amounting to P300.00 or less except for the following:

- Payment of fares in public utility vehicles issuing receipts such as bus, train, vessel/ship; and
- Purchases in business establishments issuing receipts.

The official/employee concerned shall be required to submit a certification for expenses P300.00 or less as supporting document (Annex A).

Entitlement of Travel Expenses of Job Order Personnel

Job Order Workers are allowed for reimbursement of Daily Transportation Expenses provided it is clearly stated in their contract and claims are duly supported with Receipts.

Section 19 of EO 77

All forms of travel junkets shall be strictly prohibited. Xxxx The taking of a personal leave immediately before or after the official activity is highly discouraged. If travel circumstances, such as the nature of activity, purpose and itinerary, indicate that the trip is mainly intended for personal purposes, no part thereof shall be considered as official.

The above guidelines shall be effective April 1, 2019.

For strict compliance.


EDGARDO E. TULIN
President

(Agency Name)	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS <i>Pursuant to COA Circular No. 2017-001 dated June 19, 2017</i>	
Name of Employee	Employee No.
Office	
Division	
Particulars	Amount (P)
TOTAL	
Purpose	
<i>I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that wilful falsification of statements is punishable by law.</i>	
Certified correct:	Noted by:
Signature	
Printed Name	
Employee	Immediate Supervisor
Date	Date

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