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Office of the President

15 January 2010

MEMORANDUM CIRCULAR NO. 3

Series of 2010

T O: All Concerned

R E: New Guidelines on Payment for Traveling Allowances/Expenses

Effective January 15, 2010, the following are the guidelines on the payment of traveling allowances in consonance with Executive Order 298 with some minor internal guidelines due to budgetary constraints.

Sec. 4 of EO 298 reads as follows:

Allowable Travel Expenses - The travel expenses of government personnel regardless of rank and destination shall be in the amount of Eight Hundred Pesos (P800.00) per day which shall be apportioned as follows:

Hotel/Lodging (50%)	-	P400.00
Meals (30%)	-	240.00
Incidental (20%)	-	160.00

Internal Guidelines:

On Meals:

Departure from the official station before 7:00 am – with breakfast (P80.00)

Arrival to official station at 7:00 pm onwards - with dinner (P80.00)

On Incidental Expenses:

If traveling with University vehicle, incidental expenses shall be P80.00 only.

Sec. 4.6 reads as follows:

"Except in the case of payments to PU or TPU vehicles, reimbursement receipts need not support all expenses of P75.00 or less."

The above provision is expanded as follows: (Internal Guidelines)

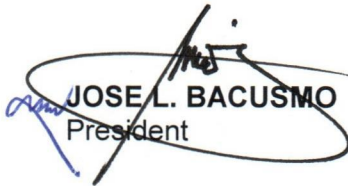
Employees authorized to travel shall be allowed official transportation, which shall be restricted to economy class based on the following ceiling:

1. Airfare - Economy class only. It is advised that travel shall be planned ahead to be able to get promo airfare tickets.
2. Boat fare - Economy class
3. Taxi Fares

Cebu	Pier/VCO to Airport	P150.00
	Pier to VCO/official destination within the City	100.00
Manila	Airport to VMO/Bus Terminal	150.00
Other Places	Airport to lodging house/official destination within the City	150.00

Sec. 5 - Claims for payment of travel expenses for travel/assignment to places within the fifty (50) kilometer radius from the last city or municipality shall be reimbursed with the actual fare and meals duly supported with receipts.

For your guidance.


JOSE L. BACUSMO
 President