

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte  
Office of the President

August 30, 1995

MEMORANDUM NO. 105  
Series of 1995

T O: All Concerned

SUBJECT: Implementing Guidelines for the New Rates of Travel Allowance

Pursuant to Executive Order No. 248 issued by the President of the Philippines, Prescribing Rules and Regulations and New Rates of Allowance for Official Local Travel of Government Personnel, the travel expenses of VisCA officials and employees regardless of rank and position shall be subject to the following guidelines:

The travel allowance of ₱300.00 per day shall cover:

- a. Cost of meal, inland transportation and other incidental expenses at ₱200.00
- b. Hotel Room/Lodging Rate at ₱100.00

Full travel expenses shall be allowed only in cases of absence from the permanent official station for one (1) full day. In cases where such absence is for less than a full day the travel allowance shall be divided as follows:

- a) When leaving the permanent official station before 12:00 noon shall be allowed the full amount of the travel expenses.
- b) When leaving the permanent official station after 12:00 noon shall be allowed only one-half (1/2) of the amount of the travel allowance, and full amount for the Hotel Room Lodging Rate.
- c) When returning to the permanent official station before 12:00 noon shall be allowed one-half (1/2) of the amount of the travel allowance only.
- d) When returning to the permanent official station after 12:00 noon shall be allowed the full amount of the travel allowance only.

The mode and class of transportation and the kind of hotel/lodging/pension houses to be taken in all cases shall be the most advantageous to the government from the standpoint of economy and efficiency. Only the ordinary public conveyance or customary modes of transportation shall be used, except in meritorious cases and justified by prevailing circumstances.

The amount of transportation allowable shall be the actual fare at the prevailing rates of the authorized transportation from the permanent official station to the destination or place of work or assignment in the field and back, plus other expenses, such as



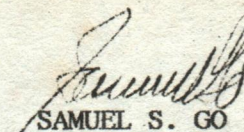
transportation and portage from office or residence to points of embarkation and from points of embarkation to office or temporary residence in the place of assignment in the field and return. Claim for taxi fare in excess of ₱ 50.00 shall be supported with receipt but not to exceed ₱100.00 . It shall not include local transportation and other expenses after arrival in the office or temporary residence in the place of assignment in the field.

Claims for payment of travel expenses for official travel/assignment to places within the fifty (50) kilometer radius from the last city or municipality covered by the Metropolitan Manila Area in the case of those whose permanent official station is in the Metropolitan Manila Area, or the city or municipality wherein their permanent official station is located in the case of those outside the Metropolitan Manila Area, 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 their assignment for the whole duration of their official travel. If they commute daily from the place of their temporary work 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 from the permanent official station to the destination or temporary place of work and back, and a reasonable cost of actual meal allowance, but in no case shall exceed the Two Hundred Pesos (P200.00) travel allowance herein authorized.

It shall be the responsibility of the department/center/office heads and program/study leaders to prioritize their travel needs to enable them to operate within their budgetary allocation. Due to budgetary constraints, it is understood that no additional funds shall be provided by ViSCA to cover funding deficiency in the implementation of the new rates of travel allowance.

This Memorandum shall take effect September 1, 1995.

Please be guided accordingly.

  
SAMUEL S. GO  
President

cc: Records Division

travel/letters