

MEMORANDUM

To : **PUNONG BARANGAYS**

Date : **July 13, 2018**

Subject : **Updates and Guidelines on Requests for Authority to Travel, and Leave Application**

In view of public service and in order to come up with an effective and efficient system relative hereto, the following are the guidelines in requesting for authority to travel and in applications for leave.

Official Local Travel

Requests for invitational trainings/ seminars, conventions, conferences, meeting and other related activities shall be submitted to the City Mayor thru Mr. Jose B. Ong, Chief-of-Office of the Barangay and Cultural Communities Affairs Division-City Mayor's Office, not later than fifteen (15) days prior to the conduct of the activities. Late submission of requests will not be catered;

Requests for Local Travel Authority should be supported by the following documents: invitation letter from the organizer, and estimated itinerary of travel (participation or registration fee of the activities shall not exceed **P 2,000.00** per day of each participant as per DILG MC No. 2016-11 dated July 21, 2016; Allowed travel allowance/ per diem is **P 800.00** per day and shall start only upon arrival at the place of destination and shall cease upon departure therefrom at the following percentage as provided under Executive Order No. 298 dated March 23, 2004:

PARTICULARS	PERCENTAGE	TO COVER
Arrival not later than 12:00 noon	100%	Hotel/Lodging-50%; Meals- 30%; Incidental Expenses- 20%
Arrival after 12:00 noon	80%	Hotel/Lodging-50%; Meals- 10%; Incidental Expenses- 20%
Departure before 12:00 noon	30%	Meals (Breakfast)- 10% Incidental Expenses- 20%
Departure at 12:00 noon and later	40%	Meals (Breakfast)- 10% Meals (Lunch)- 10% Incidental Expenses- 20%

(Section 4, 10 of EO #298)

Registrations fees covering lodging and meals of the participants, the claim for travel expenses should only be 20% of P 800.00, or the equivalent amount of P 160.00 for incidental expenses.

Arriving a day earlier prior to the activity and filing a claim for traveling expenses is inappropriate under the circumstances.

Claims in excess of the authorized travel expenses may be allowed upon certification by the head of the agency as absolutely necessary in the performance of an assignment and presentation of bills and receipts. Certifications and/or affidavit of loss are not considered as appropriate replacement for these documents. (See Annex A for Specific Guidelines from COA Circular No. 96-004)

Official Foreign Travel

The Authority for Foreign Travel of Barangay Elective Officials, on official time or on official business, shall be subject to the prior approval of the Undersecretary for Local Government (DILG). The application for Foreign Travel Authority, with all required supporting documents (Annex B) shall be filed thru the Foreign Travel Authority (FTA) On-line System at www.blgs-pcmd.com (DILG MC No. 2017-30 dated February 10, 2017).

Officials and Employees authorized to travel abroad shall be entitled to the Daily Subsistence Allowance (DSA) as provided under the United Nations Development Program (UNDP) Index, which can be secured from the Department of Foreign Affairs. The DSA shall be apportioned as follows unless otherwise stated in the UNDP Index:

Hotel/ Lodging	Meals	Incidental Expenses
50%	30%	20%

When the country is not listed in the said Index, the DSA for the nearest country shall be adopted (EO #298).

Leave Administration

In applying for Leave of Absence, the Punong Barangay shall submit a letter request indicating the date and purpose of leave and three (3) accomplished CSC Form No. 6 (Annex C) to BCCAD five (5) days before the effectivity of leave, except for emergency sick leave.

Application for sick leave shall be filed upon return to work. However, sick leave filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate.

Leave of Absence for travel abroad shall require a letter request stating that the said travel is for personal purpose and a Clearance from Money and Property Accountabilities. If the duration of leave of absence exceeds three (3) calendar months, the approving authority of the foreign trip shall be the Undersecretary for Local Government (DILG) thru the Foreign Travel Authority (FTA) On-line System

at www.blgs-pcmd.com (DILG MC No. 2017-30 dated February 10, 2017). (See Annex B for the Requirements for Foreign Travel)

JULIUS I. VILLAFUERTE

Officer-in-Charge

BCCAD

Annex A

Specific Guidelines from COA Circular No. 96-004

1. Only ordinary public conveyance or customary mode of transportation shall be used. Exceptions may be made in meritorious cases as justified by prevailing circumstances. For this purpose, the agency head or his equivalent shall determine and indicate in the travel authority the mode or class of transportation, the kind of hotel/lodging houses to be taken, which in all cases shall be the most advantageous to the government from the standpoint of economy and efficiency.
2. Transportation expenses are not allowed where government vehicles are used for the travel.
3. In no cases there will be reimbursement of gasoline and oil where a private vehicle is used. However, reimbursement of the equivalent cost of the customary mode of transportation is allowable.
4. To preclude double payment of expenditures, the travel allowance prescribed shall not be allowed where meals and lodging are paid for or furnished by the government. Only the difference shall be paid to take care of inland transportation and other incidental expenses while in the place of assignment.
5. Travels shall be treated and accounted for as cash advances and must be liquidated within 30 days and 60 days for local and foreign travel respectively. If not, payment of his salary shall be suspended until complied therewith.
6. Liquidation vouchers shall be supported by the following documentary requirements:
 - a) Certificate of Travel Completed;
 - b) Certificate of Appearance;
 - c) Copy of the report on the accomplishment of the purpose of the travel duly noted by the agency head or authorized representative;
 - d) Travel Authority (TO);
 - e) Special Order; and
 - f) Used tickets, RERs, tape metered taxi receipts.

Annex B

Requirements for Authority to Travel Abroad

A. For Study Trip

1. Endorsement from the Local Chief Executive
2. Invitation letter from the host country or sponsoring agency
3. Acceptance letter from CHED, TESDA, LGA, Organizer or donor as applicable
4. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant or Oath of Undertaking, when the applicant has a pending case
5. Clearance from Money and Property Accountabilities

B. For Non-Study Trip

- Attendance to Training, Seminar and Workshop
 1. Endorsement from the Local Chief Executive
 2. Invitation letter from the host country, sponsoring agency or organizer
 3. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant or Oath of Undertaking, when the applicant has a pending case
 4. Clearance from Money and Property Accountabilities
- Attendance to an event that promotes Local Government Technical Exchange and Cooperation or Sister-City/Town Twinning relations
 1. Endorsement from the Local Chief Executive
 2. Invitation letter from the host country, sponsoring agency or organizer
 3. Copy or draft of the Memorandum of Agreement, or Memorandum of Understanding
 4. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant or Oath of Undertaking, when the applicant has a pending case

5. Clearance from Money and Property Accountabilities

- LGUs initiated Study Cum Observation Tour
 1. Endorsement from the Local Chief Executive
 2. Activity design
 3. Itinerary of Travel
 4. Sangguniang Resolution relative to the proposed travel
 5. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant or Oath of Undertaking, when the applicant has a pending case
 6. Clearance from Money and Property Accountabilities

- National Government Agencies Organized Study Cum Observation Tour
 1. Endorsement from the Local Chief Executive
 2. Invitation letter from the host country sponsoring agency or organizer
 3. Endorsement from the Central or Regional National Government Agencies (i.e., DTI, DoT, DENR, etc.)
 4. A duly notarized Sworn Statement attesting that no administrative charge or criminal case has been filed or pending against the applicant or Oath of Undertaking, when the applicant has a pending case
 5. Clearance from Money and Property Accountabilities

If request is on official business, a Certification stating that the purpose of the trip is within the LG Capability Development Agenda, and Statement as to the immediate and direct benefits that may be derived from the said foreign trip is a requirement.

C. For Personal or Private Trip

1. Duly Accomplished Application Form For Leave of Absence
2. Clearance from Money and Property Accountabilities