
	DEPARTMENT OF HEALTH CANANES SUR TREATMENT AND REHABILITATION CENTER BRPO, PANGLOSS SAN FERNANDO, CANANES SUR		
	<b>TRAVEL EXPENSE VOUCHER</b> POLICY AND OPERATING PROCEDURE ADMINISTRATIVE DIVISION/ACCOUNTING SECTION (ANNEX E)		
Prepared By:	Approved By:	Implementation Date:	No. of Pages:
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#### PURPOSE

To establish a set of policies and operating procedures in the processing of claims for travel allowance.

#### SCOPE

All DOH CSTRC Personnel (regular and job-order).

#### OBJECTIVES

To standardize the procedure for processing of claims for travel expenses.

#### RESPONSIBILITY

- Chief of Hospital II
- DOH CSTRC personnel
- Budget Section
- Cashier/Cash Operations Section
- Accountant/Accounting Section

#### DEFINITION OF TERMS

- a. **Travel Allowance**- the authorized amount which shall cover the daily subsistence and incidental expenses while on official travel.
- b. **Allowable Travel Expenses**- the travel expenses of government personnel regardless of rank and position shall be in the amount of Eight Hundred Pesos (P800.00) per day divided as follows:
  - Accommodation of Four Hundred Pesos (P400.00)
  - Travel Allowance of Two Hundred Forty Pesos (P240.00) which will cover the cost of meal
  - Incidental Expenses of One Hundred Sixty Pesos (P160.00)
- c. **Permanent Official Station**- the office or regular place of work of the officer or employee concerned.

#### POLICIES AND PROCEDURES

1. As a general policy, the claimant shall prepare one (1) copy of Appendix A, Appendix B and Travel report covering his/her travels for the previous month. Said documents, along with the Travel Orders (TOs), Certificate of Appearance and pertinent receipts as supporting papers, shall be duly submitted by the claimant within thirty (30) days upon return from travel.

Entitlement to travel expenses shall start only upon arrival at the place of destination and shall cease upon departure therefrom at the following rates:

Particulars	Percentage	To cover
Arrival not later than 12:00 noon	100%	Hotel/Lodging- 50% Meals-30% Incidental Expenses- 20% <i>After Subsistence allowance of P50.00 per day shall be deducted upon.</i>

# Travel Office Procedure Nexamination Papers

**Victor M. Corman**



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