



DEPARTMENT ORDER NO. 2021 - 001

INTERNAL GUIDELINES ON OFFICIAL LOCAL AND FOREIGN TRAVELS OF DEPARTMENT OF TOURISM OFFICIALS AND EMPLOYEES

I. PURPOSE

Following the issuance of Executive Order (EO) No. 77 dated 15 March 2019 entitled "*Prescribing the Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel*", this Order is being issued pursuant to Section 21(a)(i) thereof which directs all Department Secretaries to prepare and issue internal guidelines on Local and Foreign Travel of personnel in National Government Agencies.

II. COVERAGE

This Order covers allowances and expenses for Local and Foreign Travels undertaken by officials and employees of the Department of Tourism (DOT) central,¹ regional, and foreign offices to fulfill the regular and day-to-day functions of their respective offices.

The allowances under this Order shall not apply to programs/activities/projects (PAPs):

- a. that are enumerated under **Annex A**; and
- b. whose requirements are to be procured in accordance with Republic Act (RA) No. 9184 and its implementing rules and regulations.

Job Order personnel, when authorized to go on official Local Travel to carry out an assigned task, shall be entitled to the allowances for official Local Travels provided under this Order on a reimbursement basis. It is understood, however, that Job Order personnel, due to their non-permanent status of employment, shall not be allowed to travel to participate in capacity-building programs.

III. DEFINITION OF TERMS

For purposes of this Order, the following terms are defined as follows:

- a. **Approving Authority** refers to the DOT official designated as an Approving Authority in the existing Department Order on the delegation and delineation of authority in the DOT (Central Office, Regional Offices, and Foreign Offices).
- b. **Daily Subsistence Allowance (DSA)** refers to the amount provided to cover expenses for Foreign Travel, which includes costs for hotel accommodation or lodging, meals and incidental expenses.

¹Pending the Department of Budget and Management (DBM)'s approval of the organizational structure and staffing pattern of the Philippine Commission on Sports Scuba Diving (PCSSD), the said attached agency shall be deemed covered by this Department Order.

- c. **Daily Travel Expenses (DTE)** refer to the amounts authorized to cover expenses for Local Travel, which consist of (i) costs for hotel accommodation or lodging, including the prescribed taxes and service charges, (ii) meals, and (iii) incidental expenses, including cost for local or inland transportation and reasonable miscellaneous expenses at the Place of Assignment.
- d. **Foreign Travel** refers to travel that involves the crossing of international borders and requires a valid passport to go through the customs of a country of destination.
- e. **Itinerary of Travel (IT)** refers to the form to be submitted by officials and employees of the Department who will travel in an official capacity, detailing, among others, the date and purpose of travel, places to be visited, means of transportation, and the per diem to be granted for travel expenses.
- f. **Local Travel** refers to travel that does not involve the crossing of an international border.
- g. **Permanent Official Station** refers to the place where the office or regular place of business/work of an official or employee is permanently located and where the official or employee is expected to stay most of the time as required by the nature and the duties and responsibilities of the position of such official or employee.
- h. **Place of Assignment** refers to the location where the DOT official or employee is directed to proceed or stay for a specific period of time to perform an official business or to carry out an assigned task. It is the destination stated in the approved Travel Order (TO) or Official Business (OB) Pass of the travelling official or employee.
- i. **Transportation Expenses** refer to the actual fares of the authorized modes of transportation (e.g., land, sea and air) for local and Foreign Travel from the permanent official station to the destination or Place of Assignment and back.
- j. **Travel Order (TO)** refers to an order issued by the Approving Authority or his/her authorized representative allowing an official or employee of the DOT to proceed to a specific place or location outside his or her permanent official station for a specific period of time to perform a given assignment. All allowable travel expenses, including clothing allowance, must be indicated in the TO.

IV. GENERAL GUIDELINES

- a. **Basic Conditions for Official Travel.** In order to ensure judicious use of DOT's appropriation, no official Local or Foreign Travel shall be authorized unless it satisfies the following minimum conditions:
 1. The trip is essential to the effective performance of an official or employee's mandate or functions;
 2. The trip is required to meet the needs of the Department or is expected to bring substantial benefit to the country;
 3. The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation, or any official activity to be undertaken;
 4. The projected expenses for the trip are not excessive or involve minimum expenditure; and

5. The funding requirement for expenses to be incurred in the trip is included in the approved Work and Financial Plan of the office or unit concerned.
- b. **Alternatives to Travel.** All officials authorized to approve Local or Foreign Travel are required, as far as practicable, to minimize travel costs. Hence, all forms of communication (e.g., teleconferencing, videoconferencing, submission of briefs or position papers) must be explored or considered as alternatives to travel.
- c. **Unauthorized Travel.** The following individuals shall not be issued Travel Orders and shall not be entitled to government funding for such trips:
 1. Private individuals;
 2. Consultants and/or those engaged by the DOT by way of contract of service, except when the travel is required for the performance or completion of deliverables in the contract of service, or in highly meritorious circumstances (e.g. unavailability of qualified employees in highly technical or specialized fields) and upon written justification submitted to the Approving Authority; and
 3. Spouses or children of DOT officials, except when diplomatic protocol or established international practices provide otherwise.
- d. **Claims for Authorized Travel Expenses.** The general guidelines for claiming travel expenses are as follows:
 1. As far as practicable, cash advance for travel allowances shall be claimed before foreign or Local Travel is undertaken.
 2. In the event that the cash advance for travel expenses was not granted prior to the actual travel, it is strongly encouraged that claims for the reimbursement of the same be made within thirty (30) calendar days after completion of the local travel or sixty (60) calendar days after completion of the foreign travel.
 3. All claims for travel expenses shall be processed only upon submission of complete and proper documentary requirements.
 4. To preclude double payment, the corresponding portion of the Daily Travel Expense (DTE) for Local Travel, or the Daily Subsistence Allowance (DSA) for Foreign Travel, shall not be allowed when the expenses for transportation, meals, and accommodation are provided for by the government or other parties.

V. OFFICIAL LOCAL TRAVEL

a. **Travel Authority for Local Travel**

1. The DOT Secretary need not secure approval from higher authorities for official Local Travel.
2. The Local Travel of other DOT officials and employees and the payment of their corresponding travel expenses, irrespective of the number of days, shall be approved by the DOT Secretary or the designated approving official pursuant to the existing Department Order on Delegation and Delineation of Authority in the DOT.

3. Notwithstanding the foregoing, the Office of the President (OP) is not precluded from requiring any official or employee to secure authority for Local Travel from said Office or from another Approving Authority to be designated by it.
 4. Except in highly meritorious cases, the Travel Order (TO) (**Annex B**), together with the Daily Schedule of Activities (**Annex C**), must be received by the office of the Approving Authority:
 - 4.1 not less than ten (10) working days prior to the intended date of travel, if the travel involves the purchase of airline tickets via the Government Fares Agreement (GFA) portal; or
 - 4.2 not less than six (6) weeks prior to the intended date of travel if the transportation requirements for such travel will be procured in accordance with RA No. 9184.
 5. Travelling without an approved TO is not allowed. Those who travel without an approved TO shall be considered on leave and shall not be allowed to reimburse travel expenses.
 6. For officials and division chiefs, the request for TO shall be submitted to the approving official together with a Special Order (SO) designating an Officer-in-Charge (OIC), so as not to hamper the day-to-day operations of the office.
- b. ***Authorized Local Travel Expenses to Destinations Beyond the 50-Kilometer Radius from the Permanent Official Station***
1. Transportation Expenses and Reasonable Miscellaneous Expenses
 - 1.1 Transportation expenses from the Permanent Official Station to the destination or Place of Assignment shall cover the following areas: (i) from the Permanent Official Station or residence to the point of embarkation and vice versa; (ii) from the point of embarkation to the point of disembarkation, and vice versa; and (iii) from the point of disembarkation to the destination or Place of Assignment, and vice versa.
 - 1.2 The transportation expenses shall be in addition to the DTE.
 - 1.3 The official or employee concerned shall not be entitled to transportation expenses for the entire trip or portion of such trip where a government vehicle or vehicle hire was used.
 - 1.4 If a private vehicle is used, no reimbursement of the cost of gasoline and fuel shall be allowed. However, the official or employee concerned shall be entitled to claim the equivalent cost of the customary mode of transportation.
 - 1.5 Claims for reimbursement of actual transportation expenses shall be supported with acceptable proof of transportation fare payments made. For reimbursements amounting to PhP300.00 and below which are not supported by official receipts, the submission of 'Certification of Expenses not Requiring Receipts' (**Annex D**) shall be required.²

²Commission on Audit (COA) Circular No. 2017-001 dated 19 June 2017 entitled *Reimbursement of Expenses not Requiring Receipts*.

- 1.6 In no case shall the payment of transportation expenses (i) from the Permanent Official Station or residence to the point of embarkation and vice versa, and (ii) from the point of disembarkation to the destination or Place of Assignment, and vice versa exceed PhP1,000.00 per trip, subject to the presentation of official receipts.
- 1.7 Reasonable miscellaneous expenses such as terminal fees, parking fees, road tolls, etc. from the Permanent Official Station to the destination or Place of Assignment may likewise be claimed by the travelling official or employee upon submission of acceptable proofs of payments made.
- 1.8 Claims for reasonable miscellaneous expenses shall be in addition to the DTE prescribed under Section V.B.2.1 of this Order.

2. Daily Travel Expenses (DTE)

- 2.1 A DOT official or employee, regardless of rank and position, shall be entitled to DTE at the following rates:

Destination(Region)	To Cover	Amount(in PhP)
I, II, III, V, VIII, IX, XII, XIII and ARMM	Hotel (50%)	750.00
	Breakfast (10%)	150.00
	Lunch (10%)	150.00
	Dinner (10%)	150.00
	Incidental Expenses (20%)	300.00
	Total DTE	PhP1,500.00
VI, VII, X, XI and CAR	Hotel (50%)	900.00
	Breakfast (10%)	180.00
	Lunch (10%)	180.00
	Dinner (10%)	180.00
	Incidental Expenses (20%)	360.00
	Total DTE	PhP1,800.00
IV-A, IV-B and NCR	Hotel (50%)	1,100.00
	Breakfast (10%)	220.00
	Lunch (10%)	220.00
	Dinner (10%)	220.00
	Incidental Expenses (20%)	440.00
	Total DTE	PhP2,200.00

- 2.2. Claims for payment of DTE shall not require presentation of bills and proof of payment made.
- 2.3. The allowable DTE shall be based on the following apportionment:

Particulars	%	To Cover
Day of <u>arrival</u> at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%) Meals (30%) Incidental Expenses (20%)

Day of <u>departure</u> (regardless of time) if other than date of arrival	50%	Meals (30%) Incidental Expenses (20%)
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2.4. Claims for payment of DTE shall be computed based on the approved Itinerary of Travel (IT).

3. Reimbursement of Actual Accommodation Expenses (in excess of the DTE)

3.1 Actual accommodation expenses (excluding expenses for valets, room attendants, laundry, pressing, haircuts and similar services furnished by hotels) in excess of the accommodation component of the DTE may be allowed, but in no case shall the difference exceed one hundred percent (100%) of such component of the prescribed DTE rate, to wit:

Destination (Region)	Maximum Allowable Reimbursement (Accommodation component + 100%)
I, II, III, V, VIII, IX, XII, XIII and ARMM	PhP1,500.00
VI, VII, X, XI and CAR	PhP1,800.00
IV-A, IV-B and NCR	PhP2,200.00

3.2 For reimbursement of actual accommodation expenses, the official or employee concerned shall submit the following: (i) Authority to be Reimbursed from the DOT Secretary or his or her authorized representative, with certification that the expense is absolutely necessary in the performance of an assignment; and (ii) official receipts, statement of accounts and other acceptable proofs of payment made for accommodation. An affidavit of loss shall not be considered as replacement for proofs of payment made.

c. **Authorized Local Travel Expenses to Destinations Within the 50-Kilometer Radius from the Permanent Official Station.** Employees who undertake Local Travel within the 50-kilometer radius from the Permanent Official Station shall submit a TO or Official Business (OB) Pass (**Annex E**) to support claims for the following travel expenses:

1. For DOT personnel who shall stay in the Place of Assignment:

1.1 Actual transportation expenses; and

1.2 DTE not exceeding the prescribed rates provided under Section V.B.2.1. The claim for hotel/lodging expense shall be substantiated by a hotel bill or invoice to prove that the employee stayed in the Place of Assignment for the whole duration of the official travel.

2. For DOT personnel who commute daily from the Place of Assignment to the place of residence or Permanent Official Station:

2.1 Actual fare at the prevailing rates of the ordinary or customary mode of transportation from the Permanent Official Station or residence to the Place of Assignment and back may be authorized, provided that claims do not exceed PhP1,000.00 per trip. For reimbursement of transportation expenses amounting to PhP300.00 and below which are not supported by official receipts, the submission

of 'Certification of Expenses not Requiring Receipts' (**Annex D**) shall be submitted; and

- 2.2 Meals in an amount not exceeding thirty percent (30%) of the authorized meal component of the DTE. The presentation of proofs of payment made covering the cost of meals shall no longer be required.

d. ***Authorized Modes of Transportation***

1. In all cases, DOT personnel shall use the most economical and efficient mode of transportation. Transportation expenses shall be limited to economy class, which for purposes of this Order, does not include premium economy class.
2. As far as practicable, an employee who is directed to perform official business or function shall request the use of an official vehicle to go to the Place of Assignment. Personnel concerned shall not be entitled to transportation expenses for the entire trip or portion of such trip where government vehicle is used.
3. Where there is no available official vehicle, said employee shall be allowed to claim transportation expenses in accordance with the prevailing rates of ordinary public conveyance or customary modes of transportation.
4. The use of chartered trips, special hire of public utilities, garage cars, water vessels, and other extraordinary means of transportation shall not be allowed unless justified by the prevailing circumstances including, but not limited to: (i) carrying large amounts of cash, bulky equipment, and important documents; (ii) inclement weather; (iii) accompanying dignitaries or high-level government officials; or (iv) when time is of the essence. Further, adherence to the existing guidelines of the Department on the hiring of vehicle or transport service is enjoined.

e. ***Availment of DOT-Accredited Establishments***

All DOT officials and employees are encouraged to patronize DOT-accredited establishments for their official Local Travel requirements, unless the same are not available in the Place of Assignment.

f. ***Documentary Requirements for the Grant of Cash Advance for DTE***

1. *Approved Travel Order (TO)*. The TO, in the prescribed form provided in **Annex B** of this Order, shall specify the name and position of the travelling personnel, duration of the travel, destination, purpose of the trip, office budget to which the travel expenses shall be charged. The TO shall also state the entitlement of the travelling official/employee to allowable travel expenses consistent with the provisions of this Order.
2. *Approved Itinerary of Travel (IT)*. The IT shall indicate, among others, the date and purpose of travel, places to be visited and the means and amount of transportation expenses. The IT shall serve as the basis for determining the amount of cash advance to be granted for the official travel.
3. *Certification from the Chief Accountant*. The Chief Accountant shall certify that the travelling official or employee concerned has no outstanding or unliquidated cash advance. No cash advance for travel allowance shall be granted to personnel with unliquidated cash advances.

VI. OFFICIAL FOREIGN TRAVEL

a. *Types of Foreign Travels*

Foreign Travels authorized under this Order shall refer only to those under the following categories:

1. International conferences or meetings to which the Philippine Government has commitments, or to undertake official missions or assignments which cannot be assigned to government officials posted abroad.
2. Scholarships, fellowships, trainings, and studies abroad which are grant-funded or undertaken at minimal cost to NGAs, including SUCs, GOCCs, GFIs and LGUs; and
3. Invitations for speaking engagements or receiving of awards from foreign governments/institutions or international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon endorsement to the DFA.

In case of trips involving delegations, the Approving Authority shall ensure that the number of participants is kept to the barest minimum and the role of each member in the delegation is clearly specified and justified in the request for approval of Travel Order.

b. *Travel Authority for Foreign Travel*

1. The DOT Secretary shall secure authority from the Office of the President (OP) for official Foreign Travel.
2. The Foreign Travel of other DOT officials and employees and the payment of their corresponding travel expenses shall be approved by the DOT Secretary or the designated approving official pursuant to the existing Department Order on the Delegation and Delineation of Authority in the DOT.
3. Notwithstanding the foregoing, the OP is not precluded from requiring any official or employee to secure authority to travel abroad from said Office or from another Approving Authority to be designated by it.
4. The TO, with attached Daily Schedule of Activities, must be received by the office of the Approving Authority not less than one (1) month prior to the intended date of travel.
5. Travelling without an approved TO is not allowed. Those who travelled without an approved TO shall be considered on leave and shall not be allowed the payment of travel expenses.
6. For Division Chiefs and up, the request for TO shall be submitted to the approving official together with a Special Order (SO) designating an Officer-in-Charge (OIC), if applicable, so as not to hamper the day-to-day operations of the office.
7. As far as practicable, participation or assistance in travel fairs or expositions, investment forums, or trade shows shall be delegated to the DOT Tourism Attachés or Market Representatives stationed abroad. Where the assistance or participation of officials or personnel from the DOT or its Attached Agency is required, only such number of participants essential for the efficient implementation of, or effective participation in, the travel fair or exposition, investment forum, or trade show, as shall be

determined by the DOT Secretary upon recommendation of the Undersecretary concerned, may be authorized.

8. The extent of Foreign Travel shall not be more than the duration of the actual event/s or conference to be attended or the necessary engagement period.
9. No request for cash advance shall be approved unless the expenses for the previous cash advance have been fully liquidated.

c. Authorized Foreign Travel Expenses

1. Pre-Departure Expenses and Return Trip Fees

- 1.1 Pre-departure expenses not exceeding PhP3,500.00 shall be allowed to cover the following miscellaneous expenses: (i) transportation fare (ii) passport processing fee; (iii) immunization and medical laboratory fees, photographs, portage and the like; (iv) airport terminal fees, if any; and (v) other related expenses. Presentation of proof of payment shall not be required.
- 1.2 Reimbursement of airport terminal fees imposed at the point/s of embarkation on the return trip to the Philippines, if any, shall be allowed upon completion of the official trip, subject to presentation of acceptable proofs of payment made.
- 1.3 Reimbursement of pre-departure expenses in excess of PhP3,500.00 may only be allowed where visa fees are paid as a requirement for entry in other countries of destination. In such case, a summary of all pre-departure expenses incurred, supported by acceptable proofs of payment made, shall be submitted to determine the total amount to be claimed for reimbursement.

2. Transportation Expenses

- 2.1 Where transportation is not provided by the host country or sponsoring organization, DOT officials and employees authorized to travel shall be allowed transportation expenses limited only to economy class, which for purposes of this Order, does not include premium economy class.
- 2.2 For long haul trips, described as flights exceeding four (4) hours without counting lay-overs, DOT officials (i.e., Secretary, Undersecretaries, Assistant Secretaries and those of equivalent ranks), may be allowed business class international airfares upon securing a written approval or authorization from the Office of the President.

3. Clothing Allowance

- 3.1 For Foreign Travel to tropical or temperate countries coinciding with the summer and spring seasons, clothing allowance shall be granted on pro-rated basis, as follows:

Duration of Stay	Amount
More than one (1) month but less than three (3) months	US\$ 200.00
Three (3) months and more but less than six (6) months	US\$ 300.00
Six (6) months and more	US\$ 400.00

Provided, however, that clothing allowance in connection with study trips to tropical countries shall not exceed US\$300.00

- 3.2 For Foreign Travel to temperate countries coinciding with the autumn or winter seasons, clothing allowance shall be granted as follows:

Duration of Stay	Amount
Two (2) weeks or less	US\$ 200.00
More than two (2) weeks but less than one (1) month	US\$ 300.00
One (1) month and more	US\$ 400.00

- 3.3 Clothing allowance may be granted more than once in every twenty-four (24) months. However, total clothing allowance granted to an official/employee shall not exceed US\$ 400.00 within a twenty-four (24)-month period. For this purpose, the Chief Accountant shall issue a certification of clothing allowance granted within the 24-month period.
- 3.4 Applicable rate of clothing allowance shall be based on the season officially declared by the authorized agency in the country of destination. In case the travel date span two season or coincide with the change of seasons, the prescribed rates of clothing allowance shall be based on the season corresponding to the most number of days of authorized stay.
- 3.5 Grantees provided by donor institutions with clothing allowance at rates equal to or higher than those indicated above shall no longer be granted said allowance. However, when the clothing allowance granted by the donor is less than the rates indicated above, the personnel concerned may be given the difference.

4. Daily Subsistence Allowance (DSA)

- 4.1 The DSA of travelling officials and employees shall be based on the daily rates established by the International Civil Service Commission (ICSC) of the United Nations which may be accessed at www.undp.org.ph or at www.dfa.gov.ph of the Department of Foreign Affairs (DFA). When the country of destination is not listed therein, the DSA for the nearest country shall be adopted. When the city of destination is not listed therein, the "elsewhere" rate established for the country shall be adopted.
- 4.2 The DSA shall only start upon arrival at the country of destination and shall cease upon departure therefrom, at the following percentages:

Particulars	%	To Cover
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%) Meals (30%) Incidental Expenses (20%)
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30%) Incidental Expenses (20%)

- 4.3 If hotel/lodging, meals and incidental expenses are provided by the host country or donor institution, the DSA shall not be allowed.
- 4.4 Claims for payment of DSA shall not require presentation of proofs of payments made.
- 4.5 The DOT Secretary or his/her authorized representative, may authorize DOT personnel to claim the reimbursement of actual accommodation expenses in excess of the accommodation component of the DSA, subject to the following conditions: (i) the difference must not exceed thirty per cent (30%) of such component of the prescribed DSA rate; (ii) the expense is absolutely necessary in the performance of an assignment; and (iii) upon presentation of bills and acceptable proofs of payments made. An affidavit of loss shall not be considered as appropriate replacement for the required bills and proofs of payment made.

5. Payment of DSA Differential

- 5.1 Payment of DSA differential shall be allowed when DOT personnel on travel abroad are provided by the host government with DSA and allowances lower than those prescribed in this Order.
- 5.2 DOT personnel on scholarships, fellowships, trainings, workshops, and study grants abroad shall not be allowed to claim DSA differential.

6. Reimbursement of Representation Expenses

- 6.1 Subject to the approval of the authorities listed under Sections VI.b.1 and 2 of this Order, DOT officials who are authorized to attend international conferences or meetings or undertake official missions or assignments in the exigency of the service, may be allowed the reimbursement of actual representation expenses not exceeding the hereunder rates, subject to presentation of bills and acceptable proofs of payment made, to wit:

Rank/Position	Maximum Amount
DOT Secretary	US\$ 1,000.00
Undersecretaries and those of equivalent rank, if they are designated as Head of the Delegation	US\$ 700.00
Assistant Secretaries and those of equivalent rank, if they are designated as Head of the Delegation	US\$ 500.00
Those holding positions lower than an Assistant Secretary level who are designated as Head of the Delegation	US\$ 300.00

- 6.2 Representation expenses may cover necessary entertainment, contributions, flowers, wreaths, tokens and the like, when justified by circumstances and in conformity with generally accepted customs, usages, and practices.
- 6.3 DOT officials on travel abroad for speaking engagements, and for scholarships, fellowships, trainings, workshops and studies, and those whose travels are fully funded by donors or sponsoring organizations, shall not be allowed reimbursement of representation expenses.

7. Specific Travel-Related Expenses During Scholarships, Fellowships, Trainings and Studies Abroad

7.1 Expenses of DOT personnel related to such travels shall be limited only to pre-departure expenses since donor countries/organizations/institutions shall pay for travel-related expenses.

7.2 In cases where airfares and clothing allowance will not be shouldered by the donors, the personnel concerned may claim the same subject to the provisions of the memorandum of agreement or any similar document entered into by and between the donor and the DOT, and of this Order.

8. Travel Insurance

DOT officials and employees on Foreign Travel pursuant to this Order shall be entitled to travel insurance at the minimum amount required by the country of destination, depending on the duration of the official travel or a travel coverage of Php 500,000.00 if there is no minimum coverage set by a country.

d. **Documentary Requirements for the Grant of Cash Advance for DSA**

1. *Approved Travel Order (TO)*. The TO, in the prescribed form provided in **Annex B** of this Order, shall specify the name and position of the travelling personnel, duration of the travel, destination, purpose of the trip, office budget to which the travel expenses shall be charged. The TO shall also state the entitlement of the travelling official/employee to allowable travel expenses, including clothing allowance, consistent with the provisions of this Order.

2. *Approved Itinerary of Travel (IT)*. The IT, in the prescribed form provided in **Annex F** of this Order, shall indicate, among others, the date and purpose of travel, places to be visited and the means and amount of transportation expenses. The IT shall serve as the basis for determining the amount of cash advance to be granted for the official travel.

3. *Certification from the Chief Accountant*. The Chief Accountant shall certify that the travelling official or employee concerned has no outstanding/unliquidated cash advance. No cash advance for travel allowance shall be granted to personnel with unliquidated cash advances.

4. *Basis of UNDP Rate*. A copy of the UNDP rate for the country of destination shall be the basis for the computation of DSA to be claimed.

5. *Basis of Exchange Rate*. Document to show the dollar to peso exchange rate at the date of grant of cash advance for purposes of computation

6. *Flight Itinerary*. Flight itinerary issued by the airline/ticketing office/travel agency.

7. *Additional Requirements, as applicable*.

7.1 For clothing allowance, certification from the Chief Accountant of clothing allowance granted within the 24-month period.

7.2 For authorized transportation expenses to be paid in cash (e.g. train fares), cost based on prevailing rates.

7.3 Letter of Invitation of host/sponsoring country/agency/organization

7.4 In case of seminars and trainings: (i) invitations addressed to the agency inviting participants (issued by the foreign country); (ii) acceptance of the nominees as participants (issued by the foreign country); and (iii) programme agenda and logistics information.

VII. TRAVEL PROHIBITIONS AND CONDITIONS

- a. All forms of travel junkets shall be strictly prohibited.
- b. The conduct of strategic planning workshops or team building activities abroad shall not be allowed.
- c. The taking of a personal leave immediately before or after the official activity is highly discouraged.
- d. 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.
- e. Official foreign trips partially or fully sponsored or funded by private corporations or private individuals shall be fully disclosed. No official or personal travel of DOT officials and employees shall be funded directly or indirectly, fully or partially, by private individuals, including suppliers or contractors, with pending request/s or application/s or future dealings with the Department. This prohibition applies to invitations to travel purportedly to undertake study or assessment of the proponents' capabilities as such contractors or suppliers.

VIII. PERIOD FOR LIQUIDATION OF TRAVELLING EXPENSES

- a. The official or personnel concerned shall liquidate his/her travel expenses in accordance with the prescribed liquidation period:

Travel	Period of Liquidation
Local/Domestic Travel	Within one (1) calendar month after his/her return to permanent official station
Foreign Travel	Within two (2) calendar months after his/her return to the Philippines

- b. DOT officials/employees shall submit a Liquidation Report strictly within the prescribed period of liquidation, to be supported by mandatory documents as enumerated in **Annex G**.
- c. Any refund of excess cash advance shall be made in Philippine currency computed at the prevailing bank rate at the day of refund. The official or employee concerned shall secure an Order of Payment from the Accounting Division for presentation to the Cashier to return the unexpended amount of the cash advance. Subsequently, the Cashier shall issue an Official Receipt (OR) as proof of the reverted amount from the cash advance. The OR shall serve as supporting document to the Liquidation Report.

IX. REPORTORIAL REQUIREMENTS AND SANCTION

- a. **Terminal Report for Official Local and Foreign Travel.** A terminal report demonstrating compliance with the basic conditions for official travel under Section IV of this Order shall

be submitted to the Secretary or his/her authorized representative within one (1) calendar month upon return to the Permanent Official Station.

- b. **Report of the Delegation for Official Foreign Trips.** In case of participation in an international conference or convention in which the Philippines is represented by a delegation, a report of the delegation shall be submitted to the Office of the President through the Secretary, copy furnished the Secretary of the DFA, not later than one (1) calendar month after the closing of the conference or convention. Any member of the delegation may also submit a supplementary report.

X. EFFECTIVITY

This Department Order shall take effect immediately, and all of its provisions shall remain valid until amended or revoked. All other provisions of previously issued Department Orders, including templates or forms inconsistent herewith, are hereby repealed or superseded.

For Local and Foreign Travel undertaken by DOT officials and employees prior to the issuance of this Order, claims for the allowable travel expenses provided under Executive Order No. 77 dated 15 March 2019 shall be deemed authorized.

08 January 2021

BERNADETTE ROMULO-PUYAT
Secretary



PROJECTS AND ACTIVITIES NOT COVERED BY THIS ORDER

1	Conduct of capacity building programs or projects such as seminars, workshops, trainings for DOT Central/Regional/Foreign Office personnel. ³
2	Hosting of capacity building programs or projects such as seminars, workshops, trainings, meetings for DOT external stakeholders
3	Conduct of site inspection, assessment, audit, validation, or monitoring if with external third party technical experts; provided that the participation of such technical expert is essential ⁴
4	Hosting of accommodation, meal and transportation requirements of invited non-DOT attendees or guests upon DOT's participation to international events such as trade fairs, exhibitions and launchings ⁵
5	Hosting of international conferences, summits, meetings, workshops, or consultation activities or fora
6	Hosting of local conferences, summits, meetings, workshops, or consultation activities or fora involving non-DOT invitees
7	Conduct of event activations such as roadshows, production shoots, launchings, campaigns and the like
8	Conduct of familiarization or press tours for tourism stakeholders or partners
9	Hosting of tourism-related awarding or recognition ceremonies or events and networking activities
10	Conduct of convergence programs or workshops involving LGUs, NGAs, NGOs, POs, private entities and other collaborators
11	Conduct of investigation, fact-finding, or audit activities if with external third-party technical experts or resource persons; provided that the participation of such technical expert or resource person is essential

³ Includes Year-end Assessments, Planning Sessions, Monitoring Workshops, QMS trainings, GAD trainings, Roll-out Seminars, Retooling Seminars, and Performance Assessments

⁴ Includes star-rating activities

⁵ Hiring of any vehicle or transport service shall conform with the guidelines under Department Order No 2017-74 entitled *Guidelines on the Hiring of Transport Services*.



No. _____
Date: _____
To be filled out by Records

TRAVEL ORDER

Name : _____ Permanent/Coterminous Employee
 Contract of Service

Position : _____ Official Station : _____

Departure : _____ Return : _____

Destination : _____

Specific Purpose of the Trip:

_____.

Appropriation to which travel should be charged: _____

Remarks or special instructions:

_____.

This authority is subject to the availability of funds, the provisions of Executive Order No. 77 s. 2019, and pertinent accounting, auditing, procurement, and budgetary rules and regulations.

Recommending Approval:

APPROVED:
(By the authority of the Secretary)

Date approved: _____



DAILY SCHEDULE OF ACTIVITIES

Activity/Event Title : _____
Destination : _____
Travel Period : _____

Date/Time	Itinerary/Activity	Remarks

Prepared by:

[Personnel Concerned]

Noted by:

[Head of Office]

DEPARTMENT OF TOURISM			
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS			
Pursuant to COA Circular No. 2017-001- dated June 19, 2017			
Name of Employee		Employee No.	
Office			
Division			
Particulars			Amount ((P)
TOTAL			
Purpose			
<p><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></p>			
	Certified Correct:		Noted By:
Signature			
Printed Name			
	Employee		Immediate Supervisor
	Date		Date

**OFFICIAL BUSINESS PASS****AUTHORITY TO TRAVEL**

Date

This is to request permission to leave my Permanent Official Station.

Inclusive Date/s	
Inclusive Time	
Purpose	
Place of Assignment	

[Name]
[Designation]
[Division/Office]

Approved/Disapproved:

[Official Concerned]

AUTHORITY TO CLAIM REIMBURSEMENT OF TRAVEL EXPENSES
(Travel Within 50-Kilometer Radius)

This is to authorize _____ to claim the following travel expenses in connection with the above-mentioned activity:

 With Accommodation Actual Transportation Expenses Daily Travel Expenses (DTE)

**Subject to submission of Certificate of Appearance, Itinerary of Travel and proof of stay in the place of assignment for the whole duration of the activity and transportation fare.*

 Without Accommodation Actual Transportation Expenses Meals (not exceeding 30% of meal component of DTE)

**Subject to submission of Certificate of Appearance, Itinerary of Travel and proof of transportation fare.*

Approved/Disapproved:

[Official Concerned]

Note: The reimbursement of DTE shall include expenses for accommodation, meals and incidental expenses not exceeding the rates provided under Section 5 (b) (1) of Executive Order No. 77, which are not paid for or furnished by the government or other parties.

ITINERARY OF TRAVEL

Entity Name: _____
 Fund _____
 Cluster _____
 No. _____

Name _____
 Position _____
 Official Station _____
 Date of Travel _____
 Purpose of Travel _____

DATE	Places to be Visited (Destination)	TIME		Means of Transportation	Transportation	PER DIEM			
		DEPARTURE	ARRIVAL			HOTEL	MEALS	INCIDENTAL	TOTAL
TOTAL AMOUNT									

I certify that:

- (1) I have reviewed the foregoing itinerary.
- (2) The travel is necessary to the service.
- (3) The period covered is reasonable.
- (4) The expenses claimed are proper.

Prepared By: _____

Approved By: _____

 (Immediate Supervisor)

DOCUMENTARY REQUIREMENTS FOR LIQUIDATION OF TRAVEL EXPENSES

For Local/Domestic Travel:

- Paper/electronic plane ticket, boarding pass, boat or bus ticket
- Certificate of Appearance/Attendance for training/seminar participation
- Copy of previously approved Itinerary of Travel
- Revised or supplemental Travel Order or any proof supporting the change in schedule
- Revised or Itinerary of Travel if the previously approved IT was not followed
- For reimbursement of actual accommodation expenses in excess of the accommodation component of the DTE:
 - Certification by the DOT Secretary or his/her duly authorized representative as to the absolute necessity of the expenses;
 - Hotel Bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bill and receipts)
- Liquidation Report
- Certification of Expenses not Requiring Receipts
- Official Receipt, in case of refund of excess cash advance
- Certificate of Travel Completed
- For transportation expenses paid from cash advance, acceptable evidences of receipt of transportation fare payment made
- Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila area or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila area, if the travel allowances being claimed include the hotel room or lodging rate
- Copy of Terminal Report on the conference or seminar attended, examination or investigation conducted, or mission undertaken

For Foreign/International Travel:

- Paper/electronic plane ticket, boarding pass, boat or bus ticket
- Certificate of Appearance/Attendance for training/seminar participation
- Bills/acceptable proofs of payment made for non-commutable representation expenses
- For reimbursement of actual accommodation expenses in excess of the accommodation component of the DSA:
 - Certification from the DOT Secretary or his/her duly authorized representative that it is absolutely necessary in the performance of an assignment
 - Hotel room bills and receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)
- Revised or supplemental Travel Order or any proof supporting the change in schedule
- Revised Itinerary of Travel if the previously approved IT was not followed
- Copy of Terminal Report with recommendations on trip undertaken or a Report of the Delegation in case of participation in an international conference or convention in which the Philippines is represented by a delegation.
- Official Receipt, in case of refund of excess cash advance

- Certificate of Travel Completed
- Liquidation Report
- For transportation expenses paid from cash advance e.g. train, bus, etc, acceptable evidences of receipt of transportation fare payment made