



Region VIII
DIVISION OF TACLOBAN CITY
Tacloban City

Division Memorandum No. 427
Series of 2023

TO: All School Heads
All Public Schools District Supervisor
All Education Program Supervisor
All Teaching and Non-Teaching Personnel

FROM: **JUDELLA R. LUMPAS, Ed.D., CESO VI**
Schools Division Superintendent *J. Lumpas*
This Division

SUBJECT: Guidelines and Policy on the Release of Official Travel Reimbursement Claim

Date: July 27, 2023

1. The following documentary requirements are necessary to validly support the claim on official travel reimbursement:
 - a. Disbursement Voucher
 - b. Obligation Request
 - c. Itinerary of Travel
 - d. Travel Order(Original Copy)**
 - e. Tickets(chronological order based on the itinerary of travel)
 - f. Official Receipts
 - g. Boarding Pass
 - h. Certificate of Appearance(Original Copy)**
 - i. Certificate of Travel Completed
 - j. Post Travel Report
 - k. Deped Memorandum
 - l. Copy of SUB-ARO if travel fund is not from the Division Office
 - m. Activity Request
2. Submit your travel documents at the Accounting Office in the order presented above to facilitate processing of travel claim. Otherwise, it will be returned to the claimant. With regards to the travel order document, one claimant must attach an original copy to the travel claim while the others will attach a certified photocopy of the travel order.
3. For taxi fare issued with thermal printed official receipts, a photocopy of the official receipt is to be attach.
4. Absence of taxi fare official receipts from the airport to the venue(at destination) and vice versa shall have a minimum fare reimbursement at the following rate using the CENRR form.

Luzon Area	P250.00
Visayas Area	P150.00
Mindanao Area	P150.00
5. Fare from Residence to Tacloban City DZR Airport(upon departure) and from Tacloban City DZR Airport to Residence(upon arrival) shall be at the **actual regular fare only**.
6. For your information and strict compliance.

J. Lumpas