



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 1, 2021

REGIONAL MEMORANDUM

No. **000296**, s. 2021

**REVISED GUIDELINES ON THE SUBMISSION OF TRAVEL REIMBURSEMENT TO
THE RO FINANCE DIVISION-ACCOUNTING SECTION**

To: Schools Division Superintendents
All Others Concerned

1. Effective immediately, travel expenses incurred by the Regional Office (RO) officials and employees during their **official travel to places within region eight (8) shall be reimbursed in a quarterly basis**. All travel expenses incurred for the quarter shall be consolidated in **one (1) itinerary of travel**. Quarterly consolidation of travel claims shall be construed as follows: (1) Quarter 1 includes travel claims for the months of January, February and March; (2) Quarter 2 includes travel claims for the months of April, May and June; (3) Quarter 3 includes travel claims for the months of July, August and September; and (4) Quarter 4 includes travel claims for the months of October and November only.
2. Further, consolidated travel claims for the quarter shall be submitted to the Finance Division – Accounting Section **within 30 calendar days after the end of the quarter**. However, travel claims for the months of **October and November of the fourth quarter of the year** shall be consolidated and submitted to the Finance Division – Accounting Section **on/before the cut-off for payment set by the latter** while travel claims for the month of **December** shall be consolidated and submitted to the Finance Division – Accounting Section **on/before the closing of books set by the latter** to be included in the List of Accounts Payable for the year.
3. Meanwhile, reimbursement of travel expenses incurred by the **Regional Office personnel** during their official travel to **places outside region eight (8) and Schools Division Offices (SDOs) and Schools officials and employees regardless of location** shall follow the two-month time period allotted for the submission of documents as stipulated in **RM No. 062, s. 2019** dated January 25, 2019.
4. **No time extension** shall be granted to ensure prompt payment and timely utilization of funds consistent with DBM's timelines of fund releases.



5. Further, **JUSTIFICATION** on the late submission of travel reimbursement **for whatever cause shall no longer be entertained.**
6. Orientation on the proper and correct preparation of itinerary of travel of RO officials and employees will be conducted by the Finance Division – Accounting Section. A separate memorandum will be issued for the activity.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.

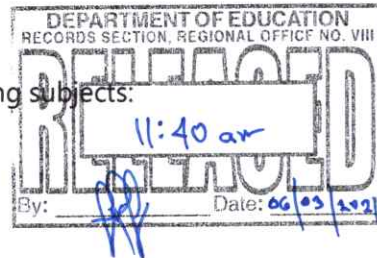

MA. GEMMA MERCADO LEDESMA
Regional Director

Enclosures: None

References:

To be indicated in the Perpetual Index under the following subjects:

GUIDELINES
TRAVEL EXPENSES
TRAVEL REIMBURSEMENT



FD-LAC