

04 August 2006

Memorandum No. SSC-06-036

To: Deans, Directors and Head of Units

Subject: Guidelines of the UP System on the Approval of Requests for Authority to Travel

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Please find attached Administrative Order No. PERR-06-051 issued by President Emerlinda R. Roman on July 25, 2006 prescribing the rules and regulations for official local and foreign travels of faculty members, administrative personnel and non-academic staff for your information and guidance.

Please disseminate to your constituents

Sergio S. Cao  
Chancellor

\*no attachment

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25 July 2006

Office of the President

Administrative Order No. PERR-06-51

To: All Vice Presidents,  
All Chancellors  
Secretary of the University

Subject: Guidelines of the UP System on the Approval of Requests for Authority to Travel

The University of the Philippines System hereby prescribes the following guidelines prescribing the rules and regulations for official local and foreign travels of its faculty members, administrative personnel, and non-academic staff:

1) Approving Authority

All requests for Authority to Travel of the following shall be approved by their respective heads, as follows:

- a) Chancellor-all faculty and non-academic staff of their respective constituent unit
- b) President-all Chancellors, System officials and staff
- c) CHED Chairman-President of the University

The approving authority is empowered to approve both local and foreign travels. All approved travels abroad shall be reported to the Office of the President of the Philippines, indicating therein the names of the travelers, their designations, the duration, nature and purpose of the travel, and the costs of the travel.

## 2) Budget Allocation

The approving authority is allowed to approve travels abroad up to a maximum of seventy five percent (75%) of their allocated travel budget, in excess of which they shall be required to obtain the approval from the Office of the President of the Philippines for the utilization of the remaining balance.

The rate of allowable travel expenses and allowances shall be in accordance with the pertinent provisions of Executive Order No. 248 dated May 29, 1995 as amended by Executive Order No. 248-A dated August 14, 1995 and Executive Order No. 298 dated March 23, 2004.

## 3) Local and Foreign Travels allowed.

Only the following local and foreign travel shall be approved:

- a) All local travels that are of an urgent nature and necessary to fulfill or comply with government or institutional commitments;
- b) All foreign travels for ministerial meetings; and
- c) All foreign travels for scholarship and/ or trainings that are funded by private grants and undertaken at no cost to the University or the Government.
- c) All local and foreign travel for important conferences necessary for the institutional development of academic units.

## 4) Accounting and Reportorial Requirements

Claims for reimbursement of expenses shall be approved subject to the presentation of official receipt, bills, invoices and such other documents showing that the necessary expenses were incurred.

In case of cash advances, an accounting/liquidation of the cash advances received shall be rendered and submitted to the University within sixty (60) days after returning to the Philippines, in case of official travel abroad, or within thirty (30) days of return to the permanent official station, in case of official local travel. Any excess cash advance shall be returned to the University together with the submission of the accounting/liquidation report.

A report with recommendation, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken, shall be submitted to the head that approved his/her official travel.

## 5) Reporting by the CUs

All constituent Universities should submit a quarterly report on the travels approved and funded. The report should also summarize the benefits gained for the University.

Emelinda R. Roman  
President

*(Please go to <http://oc.upd.edu.ph/archive.htm> for the archives of Chancellor Cao's issuances from 2005-2009)*