



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Bohol

**Office of the Schools
 Division Superintendent**

June 11, 2024

DIVISION MEMORANDUM
 No. **275**, s. 2024

**SDO BOHOL INTERNAL GUIDELINES ON THE SUBMISSION OF TRAVEL
 EXPENSES LIQUIDATION AND TRAVEL EXPENSES REIMBURSEMENT CLAIMS**

To: Public Schools District Supervisors
 School Principals/Heads
 Administrative Officers II
 Senior Bookkeepers
 All Others Concerned

1. In light with the growing concerns regarding the delays in travel reimbursement claims, this office is issuing guidelines for the submission of travel reimbursement claims, including the cash advances liquidation for traveling expenses.
2. All submission of travel expense reimbursement claims from the field should first be directed to the respective Senior Bookkeepers for review. The bookkeeper shall provide a certification (ANNEX A) regarding the completeness of attached documents and obtained signatures. This certification serves as the basis for the acceptance of the submitted document by the Internal Audit Section. Claims with incomplete documentation or lacking signatures will not be accepted by the In-charge in the Internal Audit Section and will be returned to the bookkeeper for compliance.
3. Personnel intending to travel must ensure that Authority to Travel / Locator Slip have been approved prior to the scheduled travel.
4. For further guidance in the submission of travel expense reimbursement, please refer attached process flow (ANNEX B).
5. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.

For: **CASIANA P. CABERTE PhD, CESO VI**
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

fer 6/13/24
FERMIN M. ALBUTRA
 Administrative Officer V
 DepEd - Bohol

EML/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder



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**CHECKLIST OF DOCUMENTS FOR TRAVEL EXPENSE
REIMBURSEMENT CLAIMS**

Note: Please mark the checkbox when the documents are available and required signatures have been obtained. Note N/A if requirement is not applicable. (APPROVED – means necessary signatures have been obtained)

- Approved Itinerary of Travel
- Approved Certificate of Travel Completed
- Approved Certification of Expenses Not Requiring Receipt / Reimbursement Expense Receipt (RER)
- Tickets (Boat/Airplane, Bus, Taxi)
- Boarding pass
- Terminal fee tickets
- Receipts for Porterage
- Accomplishment Report
- Official Receipt of Registration Fees paid
- Approved Memorandum
- Approved Authority to Travel (*seminars/trainings*)/ Locator Slip (*errands*)
- Original Certificate of Appearance
- Justification (if necessary)
- Other necessary documents IAS/Accounting Unit as required

I hereby certify that I have thoroughly reviewed the abovementioned documents and ensured their completeness. Additionally, necessary approval signatures have been obtained.

Signature over printed name of Senior Bookkeeper
Contact No: _____
Messenger Account: _____

PROCESS FLOW FOR TRAVEL REIMBURSEMENT CLAIM SUBMISSION

