**PROCESS AND REQUIREMENTS CHECKLIST FOR BUDGETARY REQUEST**

|  |  |
| --- | --- |
| **CASH ADVANCE & LIQUIDATION** | |
| ***Requirements*** | ***Remarks/Date Accomplished*** |
| *\_\_\_\_\_\_\_\_Request Letter signed by respective heads & approved by the President for Travel (if applicable) ----- 2 copies in Long size - HR Office and Accounting Office* |  |
| *\_\_\_\_\_\_\_\_Received Invitation Letter (if applicable)* |  |
| *\_\_\_\_\_\_\_\_Travel Order ----- 2 copies in Long size - HR Office and Accounting Office* |  |
| *\_\_\_\_\_\_\_\_Approved Itinerary of Travel* |  |
| *\_\_\_\_\_\_\_\_Disbursement Voucher (Approved)* |  |
| ***Liquidation Requirements*** |  |
| *\_\_\_\_\_\_\_\_Revised Itinerary of Travel* |  |
| *\_\_\_\_\_\_\_\_Certification of Expenses not Requiring Receipts (for transactions below P300.00 which do not have any issued receipts)* |  |
| *\_\_\_\_\_\_\_\_Official Receipts/Bus Tickets/Plane Tickets* |  |
| *\_\_\_\_\_\_\_\_Certificate of Appearance*  *1 original copy - Accounting Office*  *1 copy in Long size - HR Office* |  |
| *\_\_\_\_\_\_\_\_Certificate of Participation (if applicable)*  *1 copy in Long size - HR Office* |  |
| *\_\_\_\_\_\_\_\_Summary Report of Seminar/ Conference/Meeting Attended* |  |
| ***Process***   1. The approved request letter should be submitted 2-3 weeks before travel to the HR Office for the approval of the President. Attached shall be the invitation letter. In some case, the President will endorse the names to attend the said meeting/conference/seminar, thus no need for the request letter. 2. The BOT Secretary shall issue the travel order approved by the President. (No employee shall leave the school without the approved travel order.) 3. The approved travel order will be forwarded to the HR Office for distribution. 4. Obtain the approved travel order and prepare the Itinerary of Travel and have it signed to the respective heads. 5. For travels that have two or more purposes, it should be clearly specified in the travel order to authorize the claims for taxi or any other mode of transportation to and from the approved appointments per travel order. 6. Claims per diem will be based on the data indicated in the invitation letter. 7. Prepare the Disbursement Voucher and have it signed to the respective signatories. 8. Submit all the required documents to the Accounting Office for processing. 9. The requested budget will then be deposited in your account. 10. Process the liquidation 2-15 days after the travel with the complete requirements attached. | |

|  |  |
| --- | --- |
| **REIMBURSEMENT** | |
| ***Requirements*** | ***Remarks/Date Accomplished*** |
| *\_\_\_\_\_\_\_\_Request Letter signed by respective heads & approved by the President for Travel (if applicable) ----- 2 copies in Long size - HR Office and Accounting Office* |  |
| *\_\_\_\_\_\_\_\_Received Invitation Letter (if applicable)* |  |
| *\_\_\_\_\_\_\_\_Travel Order ----- 2 copies in Long size - HR Office and Accounting Office* |  |
| *\_\_\_\_\_\_\_\_Approved Itinerary of Travel* |  |
| *\_\_\_\_\_\_\_\_Certification of Expenses not Requiring Receipts (for transactions below P300.00 which do not have any issued receipts)* |  |
| *\_\_\_\_\_\_\_\_Official Receipts/Bus Tickets/Plane Tickets* |  |
| *\_\_\_\_\_\_\_\_Certificate of Appearance*  *1 original copy - Accounting Office*  *1 copy in Long size - HR Office* |  |
| *\_\_\_\_\_\_\_\_Certificate of Participation (if applicable)*  *1 copy in Long size - HR Office* |  |
| *\_\_\_\_\_\_\_\_Summary Report of Seminar/ Conference/Meeting Attended* |  |
| *\_\_\_\_\_\_\_\_Disbursement Voucher (Approved)* |  |
| ***Process***   1. The approved request letter should be submitted 2-3 weeks before travel to the HR Office for the approval of the President. Attached shall be the invitation letter. In some case, the President will endorse the names to attend the said meeting/conference/seminar, thus no need for the request letter. 2. The BOT Secretary shall issue the travel order approved by the President. (No employee shall leave the school without the approved travel order.) 3. The approved travel order will be forwarded to the HR Office for distribution. 4. Obtain the approved travel order and prepare the Itinerary of Travel and have it signed to the respective heads. 5. For travels that have two or more purposes, it should be clearly specified in the travel order to authorize the claims for taxi or any other mode of transportation to and from the approved appointments per travel order. 6. Claims per diem will be based on the data indicated in the invitation letter. 7. The Certification of Expenses not Requiring Receipts should be signed by the respective heads. Details as to the (a) Name of the Employee (b) Employee No. (c) Office and (d) Purpose of the Travel should be filled up properly. 8. Prepare the Disbursement Voucher and have it signed to the respective signatories. 9. Submit the Summary Report of Seminar/Conference/Meeting Attended to the HR Office along with the required documents. 10. Give all the required documents to the Accounting Office for processing. 11. Reimbursement will then be processed. | |

*Note: The employee should have a copy of everything in his/her 201 File.*