



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



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OCOM Memo No. 08-2023

MEMORANDUM

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TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM : 
YOGI FILEMON L. RUIZ
Acting Commissioner



BOC-03-17818

SUBJECT : REVISED GUIDELINES ON THE REQUEST,
PREPARATION AND ISSUANCE OF TRAVEL
AUTHORITY

DATE : January 04, 2023

1.0 In accordance with the Department of Finance (DOF) Memorandum dated October 26, 2022 on the above subject, this Bureau shall implement the following revised guidelines on the processing of requests for travel authority:

- a. All Commissioner-approved travel requests shall be submitted for approval and signature of the Secretary of Finance.
- b. All documentary requirements relevant to applications/requests for Travel Authority, both official and personal, must be submitted to and received by the Human Resource Management Division (HRMD) **at least thirty (30) working days prior to the date of departure.**
- c. Relative thereto, the HRMD shall not process subject requests which are submitted beyond the prescribed period and/or with incomplete documentary requirements.
- d. All applications/requests for Travel Authority for Director-level and above **must include a recommendation for the designation of an Officer-In-Charge (OIC)** during the period of travel. The designation of OICs shall be approved and signed by the Secretary of Finance.

Subsequently, the Travel Authority shall be issued together with the Office Order on the designation of the OIC.

- e. To further facilitate the preparation and issuance of travel authorizations, attached herein are the revised Request for Travel Authority Form (RTAF) (*Annex "A"*) and the revised Template for Travel Authority (*Annex "B"*).



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- f. Those who shall leave the country without the requisite authority shall be subject to disciplinary action and all corresponding absences incurred shall be considered as unauthorized leave of absence.
 - g. All memoranda, orders, circulars, and other related issuances which are inconsistent with this Memorandum are hereby revoked.
- 2.0 For guidance and strict compliance.



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AUTHORITY TO TRAVEL			
Travel Authority No.			
Nature			
Position/Designation			
Agency/Office			
If from a GOCC			
<input type="checkbox"/> Board Resolution/Endorsement from Head of Agency			
Activity Organized/Sponsored by <i>(please check)</i>			
<input type="checkbox"/> National Government <input type="checkbox"/> Foreign Government or International Government or International Government Organization <input type="checkbox"/> Private Organization through their Government to the Phil. Government <input type="checkbox"/> Private Organization			
Period Covered <i>(inclusive of travel time)</i>		From: (dd/mm/yy)	To: (dd/mm/yy)
Nature of Travel		<input type="checkbox"/> Official Travel	<input type="checkbox"/> Personal Travel
Destination <i>(City & Country)</i>			
Sponsor/Organizer			
Expenses <i>(subject to the usual accounting and auditing rules and regulations)</i>		<input type="checkbox"/> GOP	<input type="checkbox"/> Sponsor: _____
1. Pre-Departure 2. Clothing Allowance 3. Airfare 4. Daily Subsistence Allowance 5. Accommodation 6. Meals 7. Travel Tax 8. Travel Insurance 9. PCR Test 10. Visa Fee 11. Tuition/Registration Fee 12. Others:			<input type="checkbox"/> Self
Travels within the last 24 months	Destination	Duration	Nature (Official/ Personal)
Approved/Disapproved: _____ Benjamin E. Diokno Secretary Date: _____			



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REQUEST FOR TRAVEL AUTHORITY			
Nature		<input type="checkbox"/> Official Travel	<input type="checkbox"/> Personal Travel
Name			
Position and Salary Grade			
Recommendation for OIC (for Director to Undersecretary level)			
Agency/ Office			
Purpose			
Duration (Please fill out both) Inclusive of travel time Exclusive of travel time		From: (dd/mm/yy)	To: (dd/mm/yy)
Invitation/Acceptance Letter Attached			
Sponsor/Organizer			
<input type="checkbox"/> National Government <input type="checkbox"/> Foreign Government or International Government or International Government Organization <input type="checkbox"/> Private Organization through their Government to the Phil. Government <input type="checkbox"/> Private Organization			
Destination (City & Country)			
<input type="checkbox"/> E.O. 248/248-A (Specify Section _____) <input type="checkbox"/> E.O. 129/367 (Specify Section _____) <input type="checkbox"/> E.O.77			
Justification (Relevance/Necessity)			
Approximate Travel Expenses (in Philippine currency and/or US\$)			
Expenses (subject to the usual accounting and auditing rules and regulations)	<input type="checkbox"/> GOP	<input type="checkbox"/> Sponsor: _____	<input type="checkbox"/> Self
	1. Pre-Departure		
2. Clothing Allowance			
3. Airfare			
4. Daily Subsistence Allowance			
5. Accommodation			
6. Meals			
7. Travel Tax			
8. Travel Insurance			
9. PCR Test			
10. Visa Fee			
11. Tuition/Registration Fee			
12. Others:			
Previous Travels within the last 24 months			
Destination	Duration	Nature (Official/ Personal)	Entitlements
Endorsed by:			

Name/Position			
Certification of Funds Availability:			
_____		_____	
Budget Division		Accounting Division	