



BUREAU OF CUSTOMS

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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

04 November 2022

CUSTOMS MEMORANDUM CIRCULAR NO. 157-2022

SUBJECT: Department of Finance Issuance of Travel Authority

Attached is the Memorandum of Secretary Benjamin E. Diokno, Department of Finance regarding the **"Revised Guidelines on the Request, Preparation, and Issuance of Travel Authority"**, item No. 2 of which states:

"2. Period for Submission of Requests for Travel Authority.
*Pursuant to Section 3.1.1. of the said Department Order (DO No. 049-2019), all documentary requirements must be submitted to and received by the Department of Finance **at least ten (10) working days or more prior to the date of departure.** Non-compliance therewith may be considered as a ground for disapproval of the request."*

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.


NOV 08 2022
YOGI FILEMON L. RUIZ
Acting Commissioner *EB*





Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

BUREAU OF CUSTOMS
MESSAGE CENTER

RECEIVED

OCT 27 2022

M. Malate
HENRY ROSE C. MALATE
ADMINISTRATIVE SERVICES OFFICER

TIME: 9:24



MEMORANDUM

FOR : ALL OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF FINANCE, ITS ATTACHED BUREAUS AND AGENCIES

FROM : BENJAMIN E. DIOKNO
Secretary of Finance

SUBJECT : Revised Guidelines on the Request, Preparation, and Issuance of Travel Authority



OCT 26 2022

215-721
Internal Admin
Received by: VICKY REYES
Date: 10/24/2022
Time: 11

In the exigency of service and in efforts to streamline the processing of travel authority requests, this is to reiterate the guidelines on request for travel authority as embodied in Department Order No. 049.2019.

- 1. Approving Authority.** All travel requests shall be approved and signed by the Secretary of Finance.
- 2. Period for Submission of Requests for Travel Authority.** Pursuant to Section 3.1.1. of the said Department Order, all documentary requirements must be submitted to and received by the Department of Finance **at least ten (10) working days or more prior to the date of departure.** Non-compliance therewith may be considered as a ground for disapproval of the request.

Requests which are non-compliant to the above-mentioned period should include a justification letter.

- 3. Submission of Documentary Requirements.** All requests for travel authority must be submitted together with all the documentary requirements provided in the aforementioned Department Order. Non-compliance therewith may be considered as a ground for disapproval of the request.

All 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.

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

4. **Prescribed Template.** 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).

Improperly filled up, incomplete, and old RTAFs shall not be accepted.

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.

All department memoranda, orders, circulars, and other related issuances which are inconsistent with this memorandum are hereby deemed repealed and/or modified accordingly.

This memorandum shall be deemed effective immediately.

For strict compliance.

CMC No. 157 - 2022

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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 <i>(for Director to Undersecretary level)</i>			
Agency/ Office			
Purpose			
Duration <i>(Please fill out both)</i>		From: (dd/mm/yy)	To: (dd/mm/yy)
Inclusive of travel time			
Exclusive of travel time			
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 <i>(City & Country)</i>			
<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 <i>(subject to the usual accounting and auditing rules and regulations)</i>	<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

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AUTHORITY TO TRAVEL				
Travel Authority No.				
Name				
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: <i>(dd/mm/yy)</i>	To: <i>(dd/mm/yy)</i>	
Nature of Travel		<input type="checkbox"/> Official Travel	<input type="checkbox"/> Personal Travel	
Destination <i>(City & Country)</i>				
Expenses <i>(subject to the usual accounting and auditing rules and regulations)</i> 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"/> GOP	<input type="checkbox"/> Sponsor: <hr/>	<input type="checkbox"/> Self
Travels within the last 24 months	Destination	Duration	Nature (Official/ Personal)	
Approved/Disapproved: <hr/> Benjamin E. Diokno Secretary				
Date:				