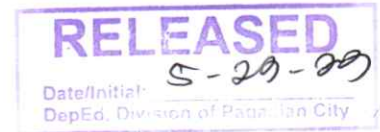




Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY



Division Memorandum

No. 115 s.2023

**GUIDELINES ON THE REIMBURSEMENT, GRANTING AND LIQUIDATION OF
CASH ADVANCES FOR TRAVEL EXPENSES**

May 23, 2023

To: School Heads, Unit Heads,) Public Schools, All levels
Personnel and Staff) This Division

1. This is in reference to the circular released by COA with regard to the documentary requirements for common Government Transactions, more specifically, the reimbursement, granting and liquidation of Cash Advances of Travel Expenses.
2. To facilitate the efficient utilization and strict adherence to standards and rules set for cash advances, this Division lays down below guidelines:
 - Travel shall cover only those that are urgent and extremely necessary that is beneficial to the agency and within the discharge of the officers 'duty.
 - The expenditure should be duly authorized by officers required to validate the cash advance.
 - **No additional cash advance nor reimbursement** of travel shall be allowed to any official or employee **unless a proper accounting of the previous cash advance for travel granted to him is liquidated.**
 - Cash Advance and reimbursement of travel expenses shall be made only upon submission of proper and complete supporting documents per checklist for cash advance/reimbursement of travel expenses provided by the accounting unit.

Accounting Office



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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- The transfer of cash advances from one Accountable Officer to another is not allowed and shall not be granted.
- Claiming reimbursement for travel expenses should be submitted to the Budget Unit within thirty (30) days after the end of each travel. Submission of documents beyond the reglementary period shall disqualify the officer for any claim.
- The claims for reimbursement of travel expenses of teaching and non-teaching personnel (Division Office/Field) shall submit the pre-audited documents by the Accounting Unit of the Division Office or by the bookkeepers assigned in their respective schools.
- The accountable officer should liquidate the cash advance for domestic travel within 30days after the return and 60days for foreign travel.

For information, guidance and compliance.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

Accounting Office

