


(FORM-11)		 <p>Republic of the Philippines Office of the Chief Minister Bangsamoro Autonomous Region in Muslim Mindanao Bangsamoro Government Center, Cotabato City</p>		Received by Internal Audit Office:							
STANDARDIZED DOCUMENTARY CHECKLIST (SDC) AND GUIDELINES FOR PROCESSING OF PAYMENTS <i>(in reference to COA Cir. 2012-001)</i>				Control No.							
TRAVEL EXPENSE (LOCAL AND FOREIGN) [Version 9.0]											
Nature of Travel: <input type="checkbox"/> Local <input type="checkbox"/> Foreign		Transaction Type: <input type="checkbox"/> Cash Advance <input type="checkbox"/> Reimbursement		<i>General Instructions:</i> <input checked="" type="checkbox"/> To avoid delays in processing, please make sure that all applicable documentary requirements are completely attached . <input checked="" type="checkbox"/> Please make sure that all attachments are completely signed by authorized persons . <input checked="" type="checkbox"/> To preserve the credibility of the documents attached, please avoid erasures or any form of alterations as much as possible. <input checked="" type="checkbox"/> Should there be any unavoidable alterations, please countersign beside it.							
Additional Attachments to ORS and DV:											
LOCAL TRAVEL			FOREIGN TRAVEL								
Granting of Cash Advance			Granting of Cash Advance								
<input type="checkbox"/> Approved Office Order/Travel Order <input type="checkbox"/> Approved itinerary of travel <input type="checkbox"/> Certification from the Accountant that previous CAs have been liquidated and accounted for in the books			<input type="checkbox"/> Approved Office Order/Travel Order as approved by the Head of Agency <input type="checkbox"/> Approved itinerary of travel <input type="checkbox"/> Letter of invitation of host/sponsoring country/ agency/ organization <input type="checkbox"/> For plane fare: quotations of three travel agencies or its equivalent <input type="checkbox"/> Flight itinerary issued by the airline/ticketing office/travel agency <input type="checkbox"/> Copy of the UNDP rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed <input type="checkbox"/> Where applicable, authority from the Office of the President to claim representation expenses <input type="checkbox"/> Document to show the dollar to peso exchange rate at the date of grant of CA <input type="checkbox"/> In case of seminars/trainings: <input type="checkbox"/> Invitation addressed to the agency inviting participants (issue by the foreign country) <input type="checkbox"/> Acceptance of the nominees as participants (issued by the foreign country) <input type="checkbox"/> Programmed Agenda and Logistics Information <input type="checkbox"/> Certification from the Accountant that previous CAs have been liquidated and accounted for in the books								
Reimbursement			Additional Requirements for Reimbursement								
<input type="checkbox"/> Approved Office Order/Travel Order <input type="checkbox"/> Approved itinerary of travel <input type="checkbox"/> Paper/electronic plane, boat, or bus tickets, boarding pass, terminal fee. (In the absence thereof, other documents such as, but not limited to, a passenger manifest certified by the concerned airline or shipping company) <input type="checkbox"/> Official Receipt of Plane Tickets <input type="checkbox"/> Certificate of Appearance/Attendance (<i>in the absence thereof, Back to Office Report/Narrative Report on Trip Undertaken/Report on Participation addressed to the agency head will suffice containing the following:</i> <ul style="list-style-type: none"> • Highlights of the training/activity • Pictures preferably dated • Plan of action for knowledge sharing and • Recommendations <i>In the case of agency heads within their area of jurisdiction, Cert. of Appearance/attendance shall no longer be required.</i>			<input type="checkbox"/> Paper/electronic plane, boat, or bus tickets, boarding pass, terminal fee <input type="checkbox"/> Official Receipt of Plane Tickets <input type="checkbox"/> Certificate of appearance/attendance <input type="checkbox"/> Bills/receipts for non-commutable representation expenses approved by the President under Sec. 13 of EO No. 248 <input type="checkbox"/> For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298): <input type="checkbox"/> Approval by the President <input type="checkbox"/> Certification from the Head of Agency that it is necessary <input type="checkbox"/> Hotel room bills with ORs (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts) <input type="checkbox"/> Revised itinerary of travel, if applicable <input type="checkbox"/> Narrative report on the trip undertaken/ Post-Travel Report <input type="checkbox"/> OR in case of refund of excess cash advance <input type="checkbox"/> Certificate of Travel Completed <input type="checkbox"/> Liquidation Report								
RELEASED BY AMS		RECEIVED BY BUDGET DIVISION		<input type="checkbox"/> INCOMPLETE ATTACHMENTS		FORWARDED TO ACCOUNTING					
Date Released: _____		Date Received: _____		Date returned to the concerned office: _____		Date returned to Budget Division: _____		Date received by Accounting Division: _____			
Responsible Person: _____		Responsible Person: _____		Responsible Person: _____		Responsible Person: _____		Responsible Person: _____			
FORWARDED TO FMS DIRECTOR			FORWARDED TO ASST. SENIOR MINISTER			FORWARDED TO CASH DIVISION					
Date Received: _____			Date received: _____			Date received: _____			Date released: _____		
Responsible Person: _____			Responsible Person: _____			Responsible Person: _____			Responsible Person: _____		