



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

OFFICE ORDER

NO. 087-2020 *2021*

In connection to Office Order no. 087-2020, hereunder are additional guidelines on the defrayment of fuel and transportation expenses during the state of public health emergency due to the COVID-19 Pandemic:

1. **Coverage.** The following TIEZA personnel from Main Office and Travel Tax Satellite Offices in Metro Manila are covered by Office Order No. 087-2020 and are allowed to reimburse their fuel or transportation expenses:
 - a. **For defrayment of transportation/commuting expense:** Skeleton workforce who availed of the shuttle service provision but cannot be serviced by the limited number of the Authority's service vehicles; and
 - b. **For defrayment of fuel and toll fee expenses:** Personnel who is part of the skeleton workforce and who voluntarily carpooled their personal vehicles with a minimum of three (3) TIEZA passengers, excluding the driver.
2. **Entitlement.** The following amounts may be claimed by the above personnel, subject to accounting and auditing rules and regulations:
 - a. A maximum of Php220.00 per day for the defrayment of daily transportation/commuting expenses, whichever is lower; and
 - b. Actual fuel expense per day, based on the following formula:
For gasoline/diesel usage expense:
$$\frac{\text{Distance from Residence to Destination and vice versa}}{\text{Distance a car covers for one (1) liter of gasoline/diesel}} \times \text{Price of Gasoline/Diesel per Liter} \times \text{No. of Days}$$
 - c. Toll fees not exceeding the amount of Php350 per day.
3. **Certifications.** The General Services Division shall issue certifications to the Financial Services Department for personnel who were not accommodated or were offloaded by the Authority's shuttle services.
4. **Supporting documents on transportation/commuting expense defrayment.** For the processing of transportation/commuting expense defrayment, the following documents must be submitted to the Financial Services Department on or before the 15th day of the next month as attachments to the request for defrayment:
 - a. Certification from GSD;
 - b. Original Official Receipt/s from taxi/Grab/Bus or Certificate of Expenses not Requiring Receipt (CERR)
5. **Supporting documents on fuel and toll fee expenses defrayment.** For the processing of fuel expense defrayment, the following documents must be submitted to the Financial Services Department as attachments to the request for defrayment:
 - a. Original Official Receipt/s of fuel and **toll fee*** expenses;
**attach a summary of actual toll fees using the attached reimbursement form*
 - b. Passenger list, with signatures of TIEZA passengers; and
 - c. Distance traveled from residence to the workplace assignment.

This Office Order shall take effect from 1 January 2021 until 31 December 2021 or until such time that the threat of Covid-19 has been managed and efficient public transportation is already available, whichever comes first.

8 February 2021



MARK T. LAPID
Chief Operating Officer

2021 3/5/21