

### Annexes to TCAMP Flowchart

Number	Display
1 – Fund Source Drop Down List	NEDA General Fund RDC General Fund NEDA Trust Fund NEDA Central Office Others Multiple Fund
2 – NEDA General Fund was Selected	GAS PFPD TSSS IAC SS RDC DRD PDIPBD PMED
3 – RDC General Fund was Selected	RDC RPMES
4 – Help Button in MFO/PAP	<i>*coordinate with budget unit</i>
5 – Place	Cities/Municipalities
6 – Transportation Means	Airplane Bus Grab/Taxi Tricycle Jeep Private Vehicle Shuttle Service
7 – Airplane Display Message	<p>Per Office Order No. O-2303-098, internally funded travels to Manila, a maximum of P7,500.00 roundtrip airfare will be observed. Cost in excess of the ceiling up to P2,500.00, or roundtrip airfare amounting to P10,000.00 may be reimbursed only upon submission of the justification approved and certified as absolutely necessary in the performance of an assignment by the Regional Director or the Regional Development Group Undersecretary (if the claimant is the Regional Director).</p> <p>Moreover, per COA Circular 2023-004 dated June 14, 2023, requires the quotation of plane fares for similar dates, from at least three airline companies/travel agencies or its equivalent. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor.</p>
8 – Bus, Grab/Taxi, Tricycle, and Jeep Display Message	<p>Claims for this transportation means shall be supported by paper/electronic receipts.</p> <p>For transportation modes that do not issue Official Receipts, CERR (for expenses amounting to P300 or less) or RER (for expenses amounting to more than P300 but not exceeding P1,000) shall be attached, pursuant to COA Circular No. 2017-001 dated June 19, 2017, as amended by COA Circular No. 2021-001 dated June 24, 2021, or</p>

Number	Display
	other amount that may be prescribed in the future. In case of payment of toll fees, the CERR/RER shall be supported with the toll fee rates.
9 – Private Vehicle Display Message	If a private vehicle is used, no reimbursement of the cost of gasoline and fuel shall be allowed. The official or employee concerned, however, is entitled to the equivalent cost of the customary mode of transportation. The Certification on the Use of Private Vehicle shall be submitted to claim the equivalent cost of the customary mode.
10 – Shuttle Services Display Message	Personnel, using government transport services, will not be entitled to transportation expenses for the entire trip or portion of such trip, as the case may be.
11 – Immediate Supervisor	RD, ARD, Division Chiefs, Supervising <i>*Selection is based on the division of the traveling employee</i> <i>**CAO, ARD, RD – default option</i>