

#### 4. Reimbursement of Communication, Travel and Other Expenses

- To administer payment of reimbursement of personal expenditures incurred necessarily in the effective implementation and monitoring of various programs/projects/activities and other operations of the Division

<b>Office or Division:</b>	Accounting Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	SDO Personnel, School-based Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Obligation Request and Status (ORS) (3 copies)		Requesting person		
2. Certificate of Communication, or Travel Completed (3 copies)		Requesting person		
3. Official Receipt (1 Original, 2 photocopies)		Requesting person		
4. Itinerary of Travel and Certificate of Appearance (for travel claims) (3 copies)		Requesting person		
5. Billing Statement (for communication claims) (1 Original, 2 photocopies)		Requesting person		
6. Other pertinent supporting document as required by nature of expense) (3 copies)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Obligation Request and Status with supporting documents	1.1. Receive the signed ORS with supporting documents.	None	4 hours	Administrative Assistant assigned to receive
	1.2. Check and evaluate the supporting documents and pre-audit the correctness of amount.	None	1 working day	Administrative Assistant assigned to pre-audit
	1.3. If the amount indicated in the ORS is incorrect, prepare Notice of Obligation Request and Status Adjustment	None	1 working day	Administrative Assistant/ Budget Section/

	<p>(NORSA) and send to Budget Section.</p> <p>If the documents attached is incorrect or incomplete, return to concerned client.</p>			Requesting Personnel
	1.4. For complete and correct documents, prepare of payroll, journal entry voucher, disbursement voucher and authority to debit advice and forward to authorized signatories.	None	2 working days	Administrative Assistant
	1.5. Forward signed DV with attachments to Cashier for crediting to the respective bank account numbers.	None	2 working days	Cash Personnel
	1.6. Advise the personnel if his/her reimbursement is already credited to his/her ATM bank account.	None	4 hours	Cash Personnel
<b>TOTAL:</b>		<b>None</b>	<b>7 working days</b>	