

FINANCE	Page No. 1 of 2	
	Policy No. 1.3.0.2	Revision
	Date of Issuance	Date of Effectivity
	February 2, 2015	February 15, 2015
Subject: <u>Revised Gasoline Reimbursement Policy</u>		

I. POLICY STATEMENT

STI HO employees may be required to carry out duties and/or tasks outside the office premises. These Official Business (OB) functions may require the use of a vehicle.

Hence, the policy is adopted to provide standard rates for gasoline reimbursement associated to OB.

II. COVERAGE

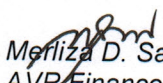
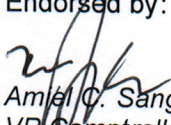
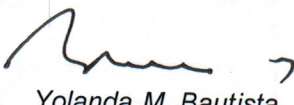
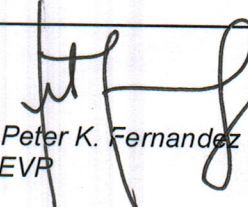
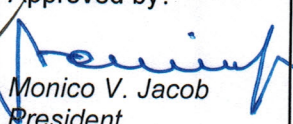
1. This is applicable to all STI HO employees with OB appointment and using his/her personal car, a car covered by the STI HO car plan or a functional car.
2. The gasoline reimbursement does not apply to official business appointment using the car in the fleet maintained by STI HO.

III. GENERAL PROVISIONS

Rates

1. The rates shall cover the cost of gasoline consumed and the depreciation and maintenance of the vehicle.
2. The following reimbursement rate per kilometer shall apply:

AVP and up	P7
Manager C and below	P5

Prepared by:  Merliza D. Santos AVP Finance	Endorsed by:  Amel C. Sangalang VP Comptrollership	 Yolanda M. Bautista CFO	 Peter K. Fernandez EVP	Approved by:  Monico V. Jacob President
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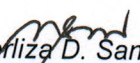
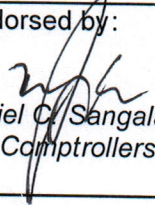
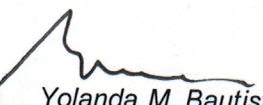
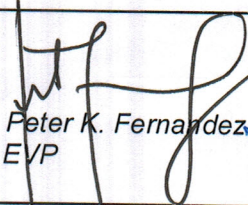
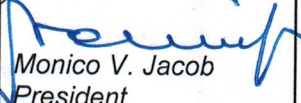
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Guidelines

1. A Request For Payment (RFP) form must be accomplished indicating the route or distance to and from destination in kilometers.
2. An approved Official Business form shall be attached to support the request. No reimbursement shall be allowed without the approved OB form (for JG 1 to MC).
3. The LTO matrix per Annex A (for Metro Manila or Luzon) and/or Travel Atlas (for Visayas and Mindanao), shall be used as a reference for validating the distance travelled. This shall not be construed as the standard parameter in determining the number of kilometers from STI HO to the point of destination. Should there be a significant variance between the distance being reimbursed and the aforementioned reference, the requesting party shall justify such variance and must be endorsed by his Division Head.

IV. POLICY REVISION

Policies, rules, and regulations not in accordance with this policy are deemed amended. STI reserves the right to adopt revisions to this policy if and when deemed necessary by management.

Prepared by:	Endorsed by:		Approved by:
 Merliza D. Santos AVP Finance	 Amiel C. Sangalang VP Comptrollership	 Yolanda M. Bautista CFO	 Peter K. Fernandez EVP
			 Monico V. Jacob President

Standard Distance From STI H.O. Ortigas Cainta Extension to Destination

DESTINATION	KM Reading	DESTINATION	KM Reading
Alabang	29.2	Malolos	50.7
Angeles	96.2	Marikina	13.1
Alaminos	258	Meycauayan	32.6
Bacoor	38.8	Muñoz	22.1
Balagtas	47.1	Naga	376
Balanga	133	Novaliches	25.8
Baguio	266	Parañaque	29.5
Balayan	120	Pasay	19.1
Baliuag	56.9	Quezon Ave.	22.1
Batangas	110	Recto	23
Caloocan	24.5	Rosario	50.8
Calamba	57.2	San Carlos	217
Cauayan	413	San. Jose	174
Cubao	14.7	San Pablo	89.5
Dagupan	226	San Pedro	36
Dasmariñas	55.2	Santiago	368
Shaw. Blvd	9.7	Sta. Rosa	46.8
Fairview	26.3	Sta. Cruz	97.4
Global City	14.9	Sta. Maria	43.7
Ilagan	442	Southwoods	43
La union	284	Taft	21.6
Laoag	510	Tagaytay	69.4
Las piñas	36	Tanauan	71.1
Legaspi	470	Tanay	34.9
Lipa	89.4	Tarlac	134
Lucena	141	Tueguegarao	492
Makati	23.3	Vigan	423

Note: Closed schools were not included.

