



REPUBLIC OF THE PHILIPPINES
NATIONAL POLICE COMMISSION
NAPOLCOM Building, EDSA, cor. Quezon Avenue
West Triangle, Quezon City

RESOLUTION NO. 2017-473

INCREASING THE RATE OF TRAVEL ALLOWANCE FOR LOCAL TRAVELS

WHEREAS, Executive Order (E.O.) No. 248 dated May 29, 1995, as amended by E.O. No. 248-A dated August 14, 1995, prescribes rules and new rates of allowances for official local and foreign travels of government personnel;

WHEREAS, the aforementioned E.O. was further amended by E.O. 298, dated March 23, 2004, which provided and rationalized the allowable travel expenses for local and foreign travel to make the grant thereof fair and equitable;

WHEREAS, in view of the increasing cost of goods and services, the allowed/authorized cost pursuant to the said E.O. for official travel allowance is no longer adequate;

NOW, THEREFORE, the Commission HAS RESOLVED as it HEREBY RESOLVES to increase the rates of travel allowance for local travels in order to cope with the inflationary cost as follows:

1. The travel allowance shall be apportioned as follows:


Particulars	Amount
Hotel/Lodging	P 800.00
Meals	400.00
Incidental Expenses	<u>300.00</u>
Total	P1,500.00

2. The aforementioned travel allowance shall not require submission of bills and receipts during liquidation.
3. Cash advance for travel and miscellaneous expenses shall be liquidated in accordance with the existing accounting and auditing rules and regulations.
4. Officials occupying third-level positions whether appointed, in acting capacity or Officer-in-Charge are entitled to a reimbursement of a maximum of P2,000.00 for hotel/lodging accommodation subject to submission of official receipts.
5. Commissioners are allowed to claim actual travel expenses and hotel accommodation pursuant to par. 2, Sec. 6 of E.O. 298 which provides that:

"Claims for reimbursement of actual travel expenses in excess of the travel expenses herein authorized may be allowed upon certification by the head of the agency concerned or his/her authorized representative as absolutely necessary in the performance of an assignment and upon presentation of bills and receipts. Provided, that a certification or an affidavit of loss shall not be considered as appropriate replacement for the required hotel/lodging bills and receipts."

6. Taxi fare to and from airports or bus terminals shall be increased to P200.00 for cash advances. Actual taxi fare will be allowed on reimbursement or after completion of travel upon submission of official receipts.

Adopted this 26th day of ~~September~~ 2017 in Quezon City, Philippines


ATTY. ROGELIO T. CASURAC
Commissioner
Vice-Chairman and Executive Officer


FELIZARDO M. SERAPIO, JR.
Commissioner


JOB M. MANGENTE
Commissioner


ZENONIDA F. BROSAS
Commissioner

Attested By:


ELVIRA BAUTISTA
Acting Chief, Secretariat