



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Traveling Expenses- Local Checklist

Payee: _____ Amount _____

- Disbursement Voucher (4 copies)
 - Obligation Request
 - Payroll ,if more than one personnel (2copies)
 - Clear copy of Landbank ATM Card (for non-SDO/newly hired personnel)
 - Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed (2 copies)
 - Approved Certificate of Travel Completed (2 copies)
 - Approved Travel Authority/Travel Order/Office Order
 - DepEd Memo/ Letter of invitation of the host/sponsoring agency/organization.
 - Certificate of Appearance/Attendance
 - Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company
 - Invoice/ CENRR (for expenses amounting to P300 or less)/ RER (for expenses amounting to more than P300 but not exceeding P1,000) / Acknowledgement Receipt (P1,000 and above)
 - Invoice of Registration Fee/ Hotel Accommodation, if any
 - e-ticket itinerary / receipt
 - Approved letter request with justification (for van hire)
 - Certificate of No Available Service Vehicle
 - Copy of OR/CR (for van hire)
 - Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for the official travel exceeded the prescribed DTE rate per day, but in no case shall the difference exceed 100% of such component
 - Certification in case of shared van with list of passenger
 - Certification confirming no meals were provided by the host agency, if applicable
 - Accomplishment/Narrative Report or Re-entry Action Plan for training/seminar
 - Photocopy (tickets, receipts,invoice, Certificate of Appearance)
- Additional requirements in case of cash advances*
- Liquidation Report (3 copies)
 - Copy of previously approved Itinerary of travel
 - Photocopy of travel order,certificate of appearance,service invoice,official receipt,RER,CENRR

I hereby certify that the above documents are complete and arranged in order as per checklist.

Signature Over Printed Name/ Date

* Put N/A if not applicable

REMARKS: _____

Pre-audited by: _____ Date: _____



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Traveling Expenses- Local Checklist

Payee: _____ Amount _____

- Disbursement Voucher (4 copies)
 - Obligation Request
 - Payroll ,if more than one personnel (2copies)
 - Clear copy of Landbank ATM Card (for non-SDO/newly hired personnel)
 - Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed (2 copies)
 - Approved Certificate of Travel Completed (2 copies)
 - Approved Travel Authority/Travel Order/Office Order
 - DepEd Memo/ Letter of invitation of the host/sponsoring agency/organization.
 - Certificate of Appearance/Attendance
 - Paper/electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company
 - Invoice/ CENRR (for expenses amounting to P300 or less)/ RER (for expenses amounting to more than P300 but not exceeding P1,000) / Acknowledgement Receipt (P1,000 and above)
 - Invoice of Registration Fee/ Hotel Accommodation, if any
 - e-ticket itinerary / receipt
 - Approved letter request with justification (for van hire)
 - Certificate of No Available Service Vehicle
 - Copy of OR/CR (for van hire)
 - Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for the official travel exceeded the prescribed DTE rate per day, but in no case shall the difference exceed 100% of such component
 - Certification in case of shared van with list of passenger
 - Certification confirming no meals were provided by the host agency, if applicable
 - Accomplishment/Narrative Report or Re-entry Action Plan for training/seminar
 - Photocopy (tickets, receipts,invoice, Certificate of Appearance)
- Additional requirements in case of cash advances*
- Liquidation Report (3 copies)
 - Copy of previously approved Itinerary of travel
 - Photocopy of travel order,certificate of appearance,service invoice,official receipt,RER,CENRR

I hereby certify that the above documents are complete and arranged in order as per checklist.

Signature Over Printed Name/ Date

* Put N/A if not applicable

REMARKS: _____

Pre-audited by: _____ Date: _____