

FIFTH CONGRESS OF THE REPUBLIC
OF THE PHILIPPINES

HOUSE OF REPRESENTATIVES SECOND SESSION
OFFICE OF THE SECRETARY
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of the Rules of Representatives,
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I. B. PARRA

House Bill No. 4346

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Explanatory Note

NOT TO BE TAKEN OUT
OF THE RECORD

The important feature of this bill is the granting of straight per diems and daily transportation allowance before departure on an official trip thus doing away with reimbursement of actual expenses, the giving of cash advances and submission of receipts upon completion of trips. This advance payment will be reflected in the books as already charged against the appropriate expense account. This procedure is justified because experience has shown that when cash advances for traveling expenses are given, the official or employee could not liquidate his cash advance immediately resulting in the accumulation of this account which, based on past experience has remained unsettled for many years. It will also eliminate too much bookkeeping work and preclude the possibility of frauds.

This proposed bill also increases the amount of per diems in order to meet the present cost of living. As it is, the rates of per diems for national employees while on travel outside of their official stations on official business are from P2 to P5 as provided in Section 7-I(18) of Commonwealth Act No. 246, which was approved on December 17, 1937. These rates were based on the living conditions then prevailing before the outbreak of the last World War and are no longer realistic under our present-day living conditions. Hence, instead of per diems, actual and necessary expenses for board and lodging are being claimed by officials and employees on official travel. Under Executive Order No. 78, series of 1945, such actual expenses should not exceed P16.00 a day in Manila, plus actual transportation expenses not exceeding P4.00 a day, and P8.00 in the provinces. There arises, therefore, the need for adopting new rates of per diems consistent with the demands of present-day cost of travel.

Approval of this bill is recommended.

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FIFTH CONGRESS OF THE REPUBLIC)
OF THE PHILIPPINES)

SECOND SESSION

House Bill No. 4346

Introduced by Montano

AN ACT
TO REGULATE PAYMENT OF EXPENSES OF GOVERNMENT OFFICERS AND EMPLOYEES
WHEN ON OFFICIAL TRAVEL WITHIN THE PHILIPPINES.

Be it enacted by the Senate and House of Representatives of the
Philippines in Congress Assembled:

SECTION 1. When an officer or employee is required to travel on official business outside of his permanent official station, he shall be entitled to per diems to cover his board and lodging which shall be fixed on the basis of salary in the rules and regulations to be issued pursuant to Section 4 of this Act, Provided, That such per diems shall not be below the minimum nor above the maximum as fixed herein:

<u>DESTINATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Manila, Bacolod, Iloilo, Davao,		
Cebu and Baguio - - - - -	₱14.00	₱20.00
Other chartered cities - - - - -	12.00	16.00
Places other than cities - - - - -	10.00	14.00

In addition, he shall be entitled to transportation in going to and coming back from his destination and to a daily allowance while in the field at the rate of ₱5.00 a day in chartered cities and ₱3.00 in all other places to cover his incidental transportation and other expenses.

SEC. 2. Before starting on a trip, the officer or employee shall prepare a detailed itinerary of travel which shall be submitted to the Chief of the Office or Agency concerned for approval. Based on such approved itinerary, the officer or employee shall be paid in advance of the trip the corresponding per diems, transportation and allowance as provided above; Provided, That, should there be any deviation in his itinerary or his travel cancelled or cut short, his per diems and allowance shall be adjusted and he shall refund or be paid the difference as the case may be.

H4346

SEC. 3. No travel lasting more than thirty days shall be allowed unless approved by the Department Head concerned.

SEC. 4. The Auditor General shall promulgate the necessary rules and regulations to implement this Act.

SEC. 5. Such provisions of Chapter 4 of the Administrative Code, Sub-Sections 7-I(17), (18) and (19) of Commonwealth Act No. 246, and all other laws or part-of-laws or executive orders as are inconsistent with this Act are hereby repealed or modified accordingly.

SEC. 6. This Act shall take effect upon its approval.

APPROVED,