

AMENDING THE GUIDELINES ON LOCAL TRAVEL FOR OFFICIALS AND EMPLOYEES OF THE JUDICIARY

SC ADMINISTRATIVE CIRCULAR NO. 51- 2010, July 07, 2010

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WHEREAS, Administrative Circular No. 15-2005, dated 22 March 2005, provides for the guidelines for local and foreign travels of officials and employees of the judiciary;

WHEREAS, Administrative Circular No. 15-2005 further provides under its specific guidelines on local travel for fixed travel rates for travel beyond fifty-kilometer radius;

WHEREAS, the current local travel rates provided under Administrative Circular No. 15-2005 are no longer realistic considering the high cost of hotel and lodging accommodation as well as expenses for meals and the prevailing rates of transportation;

WHEREAS, the Constitutional Fiscal Autonomy Group (CFAG), recognizing the need to rationalize travel expenses to make the grant thereof fair and equitable to the officials and employees of CFAG member agencies, adopted CFAG Joint Resolution No. 98 on June 18, 2010 providing for revised rates of local travel allowance;

WHEREAS, the Supreme Court as a member agency of the CFAG adheres to the policies and resolutions of the CFAG which aim to strengthen the fiscal autonomy of its member agencies and adopts the provisions of CFAG Joint Resolution No. 98 to govern local travel of officials and employees of the judiciary;

NOW THEREFORE, pursuant to CFAG Joint Resolution No. 98 and in order to provide for a uniform policy on local travel of officials and employees of the judiciary, the following provisions are hereby adopted amending the local travel guidelines under Administrative Circular No. 15-2005:

1) The travel allowance of officials and employees, regardless of rank and destination, shall be increased from EIGHT HUNDRED PESOS (P800.00) per day to ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00) per day, to be apportioned as follows:

Particulars

Percentage

Amount

Hotel/lodging

50%

P 750.00

Meals at P150.00 per meal

30%

450.00

Incidental Expenses

20%

300.00

TOTAL

100%

Pl,500.00

2) Full travel expense shall be allowed only in case of absence from the permanent official station for one (1) full day or more.

Particulars

Cost of Meal

Incidental Expenses

Hotel or Lodging

Total

Departure from permanent station before 12:00 noon

P450.00

P300.00

P750.00

Pl,500.00

Departure from permanent station after 12:00 noon

150.00

300.00

750.00

1,200.00

Arrival at permanent station before 12:00 noon

150.00

300.00

0.00

450.00

Arrival at permanent station after 12:00 noon

300.00

300.00

0.00

600.00

3) The aforementioned travel allowance shall no longer require submission of official receipts during liquidation;

4) Claims for reimbursement of actual travel expenses in excess of the travel expenses herein authorized may be allowed upon certification by the Chief Justice or his 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: Provided, further, that reimbursement for actual travel expenses shall only be authorized for the officials specified under existing accounting and auditing rules and regulations;

5) Cash advance for miscellaneous expenses (CAME) to the designated team/group leader for expenses not covered by the travel allowance may be granted in an amount not exceeding FOUR THOUSAND FIVE HUNDRED PESOS (P4,500.00): Provided, that a cash advance in a higher amount may only be authorized if duly supported by an itemized budget estimate: Provided, further, that such cash advance shall be given to bonded officials only;

6) Unless otherwise provided, the travel expenses authorized herein shall be chargeable against the regular appropriations allotted for the purpose of the court to which the official or employee belongs;

7) The cash advance for travel and miscellaneous expenses granted under these guidelines shall be liquidated in the manner provided for under existing accounting and auditing rules and regulations. The provisions of Administrative Circular No. 83-2006, dated June 21, 2006, on "Liquidation of Cash Advance pursuant to Executive Order No. 248, as amended" shall be strictly applied.

The guidelines herein provided shall apply to local travel beyond a fifty-kilometer radius as defined under Section 5, Executive Order No. 298, dated March 23, 2004.

All provisions of Administrative Circular No. 15-2005, other circulars, orders or resolutions which are not inconsistent with the provisions of this Administrative Circular shall remain in full force and effect.

The Clerk of Court, the Court Administrator and the Chiefs of the Fiscal Management and Budget Office, Supreme Court and the Financial Management Office, Office of the Court Administrator shall ensure faithful compliance with this Administrative Circular. The Presiding Justices of the Court of Appeals, the Sandiganbayan and the Court of Tax Appeals shall likewise strictly implement it in their respective courts.

This Administrative Circular shall take effect immediately.

Issued this 7th day of July 2010.

(Sgd.) RENATO C. CORONA
Chief Justice

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