PEMSEA

PEMSEA RESOURCE FACILITY

Travel Manual

August 2026

PRF Travel Manual

1. Definitions

1.1 Official travel is defined as any travel where the cost is borne by PRF. Official travel may also include travel at the invitation of external institutions, or other parties, for a specific purpose or activity related to the work of PRF, the cost of which may be borne wholly or in part by the external party concerned.

1.2 Authority to travel is subject to the approval of the Executive Director.

1.3 Travel authorization must be prepared for all official travel and should always be issued in writing (please refer to Annex A Travel Application / Authorization form). In exceptional circumstances staff members may be authorized to travel on oral orders, but such oral authorization shall require written confirmation as called for in PRF SOP ADU-009 https://docs.google.com/document/d/1wZT3jnhj-thyNEIR7_JWguQN9Pw5dIqr/edit

2. Types and Modes of Travel

2.1 The authority to travel is normally given for the following types of travel:

a) ***Travel on official business*** is conducted for the purpose of performing official PRF work at a place away from the official duty station. Funds provided for such journeys will therefore be used for those purposes only. If the traveler chooses to use an indirect routing or to extend the official itinerary for private purposes, all costs of the indirect routing or extension for private purposes will be borne by the traveler.

b) ***Travel for home leave***. Eligible staff is entitled to travel for home leave every two (2) years of qualifying service. Staff travel for home leave means the eligible staff can visit their home country at PRF expense with the purpose of spending a substantial period of annual leave (*minimum 10 working days*) in their home country. Details for eligibility to home leave are contained in Rule 4.5 of the PRF Staff Rules and Regulations.

c) ***Educational grant travel*** is an entitlement for eligible staff with a child or children who attends an educational institution outside the country or area of his/her duty station. Details for eligibility got education grant travel are contained in Rule Section 2.12 of the PRF Staff Rules and Regulations.

d) ***Initial appointment travel*** is an entitlement allowed for newly recruited eligible staff and his/her eligible dependents to travel from the place of recruitment to the duty station.

e) ***Travel on separation from service*** is paid to staff (*and authorized dependents*) to the place from which he/she was recruited or, if the staff had a probationary appointment or an appointment for a period of two years or longer or had completed not less than two years of continuous service, to the place recognized as his or her home for the purposes of home leave. Should a staff on separation, wish to go to any other place, the travel expenses borne by PRF shall not exceed the maximum amount that would have been payable based on return transportation to the place of recruitment/home leave.

2.2 Travel is normally undertaken by air via the most direct, fastest and most economical route. The highest standard of airline accommodation which the PRF authorize is economy class fare (full economy class). Any supplement that may be payable over and above the authorized air fare for higher standard flight accommodation and services is the personal responsibility of the traveler.

2.3 In cases when travelling is authorized by private vehicle, the reimbursement of mileage is made according to the rates established by PRF ($1.00 per km in the Philippines). The travel by rail and by road must be undertaken by the most direct, fastest and most economical route.

2.4 The standard payment of accommodation for official travel by sea is determined by the PRF Finance and Administration Unit upon consultation with the ED, project manager and/or relevant head of unit according to specific circumstances depending on the nature of mission.

PRF shall pay only for the standard of accommodation actually authorized and used.

3. Travel Authorization

3.1 All travel/s undertaken on behalf or at the expense of PRF should always have proper travel authorizations. All travel authorizations should always be prepared in advance, in the prescribed form, in writing and signed by the authorized officer. The travel application/ authorization form shall be prepared based on the Activity Request Form (ARF) submitted by the Traveler or the officer in charge of the activity (Please refer to Annex B: Activity Request Form (ARF).

3.2 The accomplished travel authorization/s must be submitted to the Finance Specialist who will certify that funds are available before any expenses are incurred.

3.3 Every travel authorization must include:

a) A specific number series from the travel register kept in the Finance/Administrative Unit;
b) Authorized class of travel;
c) The number of days approved for the mission and covered by DSA (and the applicable DSA rate if different from 100 per cent);
d) Authorized stop-overs, if any;
e) DSA rate for each place visited;
f) Terminal expenses;
g) Airfare amount from an officially designated travel agent;
h) Contact address of the traveler;

i) Other relevant information (e.g. number of days of annual leave taken in connection with the mission).

3.4 In exceptional circumstances, staff may be authorized to travel on orders via SMS or email but such authorization shall always be supported with proper travel authorizations as spelled out in 3.1 and 3.2

3.5 In cases when an outside organization provides a staff with an air ticket and travel expenses, the travel authorization should clearly state whether

a) the traveler will receive the air ticket and per diem directly from the outside organization or;
b) the PRF has to initially purchase the air ticket and provide the DSA, then claim the cost from the outside organization afterwards. In this case the staff should provide the Finance Accounting Unit a formal letter from the outside organization containing the arrangement; the letter must include the full name and address of the sponsor organization for invoicing purposes.

4. Justification for Travel

4.1 Before approving duty travel, including those for attendance at meetings, the responsible director or program manager should consider:

a) To which essential requirement of the Organization's program is the travel related?
b) How will the visit contribute significantly to program development, program management or negotiations for new programs?
c) How will the potential results of the travel justify its cost and the time spent for the tasks to be performed during and after the travel?
d) Whether travel can be planned to combine two or more separate visits to different locations with a single air ticket? Similarly, whether home leave travel can be undertaken in conjunction with planned duty travel assignments?
e) Funds to where to charge the travel cost

5. Daily Subsistence Allowance (DSA)

5.1 When a staff is authorized to travel at the Program's expense, *except during travel at sea*, the staff shall receive a Daily Subsistence Allowance (DSA) which varies from area to area, according to the established monthly UN schedule of rates. DSA rates used worldwide are from the UN monthly circular which are regularly emailed to all staff by the Finance Accounting Unit.

5.2 DSA is granted to staff in travel status. *Travel status is defined as the period beginning with departure from official duty station or place of residence and ending with arrival at the official duty station or place of residence; with the exception of periods during which the traveler departs from duty status on annual leave, home leave, or leave without pay.* Staff are entitled to DSA if they undertake official duty while on home leave; this per diem however is limited to the days on duty only.

5.3 **DSA shall not be payable during travel by sea**. A staff authorized to travel by sea shall be entitled to a fixed amount to cover such expenditures as he will normally be obliged to incur on board a ship. The amount shall be determined in advance via the International Civil Service Commission (ICSC) which is used by UN and related agencies.

5.4 DSA shall continue to be paid during periods of sick leave while in travel status. However, in case of hospitalization, only one third of the appropriate daily subsistence rate shall be paid.

5.5 The rates of the DSA vary according to:
a) Country
b) Length of stay in the same place

5.6 The DSA for a journey of **twenty-four (24) hours or longer** is computed as follows:

a) A full day's allowance is paid for the ***day on which the travel begins*** using the rate applicable to the place of arrival;

b) For each successive period of twenty-four hours (24) from midnight to midnight (*measured by local times, ignoring time-zone differences*) a ***full day's allowance is paid***, except that no allowance is paid for the day on which travel is concluded;

c) The rate applicable for each twenty-four-hour (24) period is the rate for the place at which the traveler ***will spend the night***. If the staff travels for all or part of the night, the appropriate rate is the rate established for the place of arrival, except for the last leg of the return journey from travel on official business. The allowance is paid at the rate applicable to the last authorized place at which the staff spent the night.

- Example: The rate for 7th January will be the rate for the place where the traveler spent the night of 7/8th January.

- However, if the traveler departs from one place on 7th January and travels throughout the night of 7/8th January, the rate applicable for 7th January shall be that applicable to the place at which he arrived on 8th January.

- Except that, if this represents return to the regular duty station from travel on official business, the allowance for the 7th January shall be paid at the rate applicable to the last authorized place at which he spent the night, whatever date that was.

d) The DSA for a journey of less than twenty-four (24) hours is paid at the rate applicable for the area of the destination and is computed as follows:

- If the journey involves a night away from his residence, a full day's allowance is payable

- If the journey does not involve a night away from his residence:

i. No allowance shall be paid for a journey of less than 10 hours

ii. 40% of the applicable rate shall be paid for a journey of more than 10 hours (applicable to local travel only)

- Forty percent *(40%)* of DSA is not applicable for visit to project site in the vicinity of the regular duty station by a staff. No allowance is payable to staff who commute daily to project sites in the vicinity of the duty station.

e) Where more than one rate should apply during the course of any one day, the rate applicable to the major portion of the day shall be paid for the entire day.

f) In the case of stopover during overnight travel, DSA is payable at the rate of the place of stopover, provided the staff stays in a hotel and submits a corresponding receipt.

g) In case it is necessary, for the purpose of computing the amount of DSA payable, to specify the "hour of departure" and/or the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveler actually leaves or arrives at its regular terminal.

h) The DSA rate for the first 60 days in one place is denominated in US Dollars. After 60 days in the same place a different (*usually lower)* DSA rate, denominated in local currency, applies except for certain locations.

i) The DSA consists of three components:

▪ ***Accommodation*** – based on the average cost of a single room including any room taxes and or/service charges. The room rate is a percentage of the total DSA rate which is established by the ICSC so that the room component can be calculated.

▪ ***Meals*** – based on the average cost of breakfast, lunch and dinner. ▪ ***Incidentals*** – calculated as 20% of the total room and meal components. This allowance should cover all the incidental costs, such as, laundry services and tips for porters, baggage-men, bell-boys, hotel maids, dining room stewards and other service staff.

j) In places where lodging was officially provided, the DSA is reduced by the accommodation component.

k) If both lodging and meals were officially provided, only twenty percent (20%) of the DSA rate is paid to the traveler to cover incidental expenses.

l) If only some of the meals were officially provided, the appropriate reduction in the DSA rate should be made according to the following formula:

MEALS component = FULL DSA RATE less ACCOMMODATION less INCIDENTALS

m) After calculating the MEALS component, the following percentages should be applied for individual meals:
   Breakfast 6 percent
   Lunch 12percent
   Dinner 12 percent

n) The accommodation component of the DSA is intended to allow staff to stay in hotels of good commercial standing. Staff are required to ensure before reserving accommodation that they are familiar with the relevant percentage of DSA rate which the hotel room represents at their destination. Every effort must be made to find accommodation within the amount based on that percentage (unless staff wishes to bear the excess cost personally).

o) If, for some reason, the staff was unable to obtain accommodation in such appropriate hotel, he/she may request that consideration be given to additional reimbursement at the time the travel claim is submitted. The request must be made in writing with an explanation of circumstances and supported by the hotel bill together with a written confirmation from the Executive Director's office. *The fact that the hotel reservation was made by a third party, such as a government agency, would not in itself justify additional reimbursement.*

p) If approved, the difference between the amount actually paid for accommodation and the amount determined by the ICSC will be the maximum payable DSA rate for hotel accommodation at that particular location.

q) Adjustment of the DSA rates may be authorized to cover only the Accommodation component. The adjustment is based upon actual accommodation costs, including taxes.

r) Occasionally a higher category of accommodation may be authorized in advance if it is directly associated with the travel. For example, it may be essential to stay in a particular hotel in connection with a meeting to be held there or when a staff is to accompany a mission that includes high officials.

s) If the external organizers pay or reimburse the traveler's cost (airfare and DSA) that was initially covered by PEMSEA for some reasons agreed with the organizers, then the traveler should pass on the amount of the reimbursed travel cost provided by the organizer to PEMSEA. Alternatively, the traveler or PRF should provide the official invoice and/or bank account details to the organizer for the latter to transfer the funds directly to PEMSEA.

6. Travel Time and Rest Stop-overs

6.1 In respect of official travel, staff are allowed a fixed travel time and rest stops, determined on the basis of the approved route and mode. Actual travel time during a normal working day of a staff on official travel are not charged against annual leave. Neither shall annual leave be charged in case of:

(a) Stop-over authorized for rest purposes when travel is by air;
(b) Unavoidable Stop-over, which could not reasonably be regarded as a rest stop.

6.2 In case a staff is required to undertake travel on official business or is on mission on an official holiday as defined in **Staff Rules and Regulations (Rule 4.3),** compensatory time off will be allowed in lieu of the official holiday. Such time off must be taken within the calendar year in which it is earned or within such longer period as the Executive Director may specifically authorize.

6.3 This policy will not be extended to missions carried out on Saturdays and Sundays or to travel time on these days.

6.4 A copy of the travel authorization and used airline ticket must be submitted to Human Resources so that compensatory time earned is credited on the leave record. When the compensatory time off is requested, this must be clearly indicated on the Leave Request, otherwise it will be recorded as annual leave. Upon separation from PRF, no payment for compensatory time off are considered.

6.5 A staff travelling for all or part of a journey by an indirect air route, or wholly or in part by surface when air transportation is the normal mode, or by other than the fastest available surface means or transportation when air travel is not feasible, shall be granted travel time (*not chargeable to annual leave*) equivalent to the time which would have been required had the travel been undertaken by the most direct route and normal mode.

6.6 For travel by air (*or mostly by air*), staff shall be entitled to rest periods before commencing duties or stop-overs for rest purposes as follows:

(a) If the scheduled time for the journey is six (6) hours or more but less than ten (10) hours, the staff will not be required to commence duty within twelve (12) hours of arriving at the destination;

(b) If the scheduled time for the journey is ten (10) hours or more but less than sixteen (16) hours, the staff will not be required to commence duty within twenty-four (24) hours of arriving at the destination. Alternatively, the staff may have a stop-over for rest purposes not exceeding twenty-four (24) hours at an intermediate point in the journey, with appropriate daily subsistence allowance (DSA). If the final stage of the journey is six (6) hours or more, the staff will not be required to commence duty within twelve (12) hours of arriving at the destination.

(c) If the scheduled time for the journey is sixteen (16) hours or more, the staff may have two (2) stop-overs for rest purposes, neither of which shall exceed twenty-four (24) hours, at intermediate points in the journey, with appropriate daily subsistence allowance (DSA). If the final stage of the journey is six (6) hours or more, then staff will not be required to commence duty within twelve (12) hours of arriving at the destination. Alternatively, the staff may have one stop-over not exceeding 24 hours at an intermediate point in the journey, with appropriate daily subsistence allowance

(DSA), and a rest period not exceeding twenty-four (24) hours of arriving at the destination.

(d) In the computation of the scheduled time described above, a maximum of four (4) hours shall be allowed for each necessary waiting period between connecting flights.

6.7 A stop-over for rest purposes are usually taken during an air journey; it may, however, be taken at the end of the air portion of a journey while awaiting onward travel by another mode of transport.

7. Terminal Expenses

7.1 In addition to Daily Subsistence Allowance (DSA), the PRF pays for terminal expenses. The terminal expenses are the cost of all official local transportation to or from the airport, or other point of departure or arrival, including transfer of accompanied luggage and incidental charges of the staff on travel duty. For local domestic travel terminal expenses is reimbursable subject to the submission of receipts for actual payment (if no receipt is provided by local transport provider an Acknowledgement Receipt duly signed by the transport provider/driver should be secured, please see Annex C: Acknowledgement Receipt)

7.2 A staff on official travel can claim reimbursement of terminal expenses up to **USD38.00** per segment or per departure and arrival**.** *Thus, in respect of a mission, to say, Jakarta, terminal expenses of USD152.00 will be paid: departure Manila + arrival Jakarta + departure Jakarta + arrival Manila. (Minimum of 4 per travel).*

7.3 In the case of travel by train, a staff is required to submit receipts, invoices or other documentary evidence for the reimbursement of terminal expenses incurred for each journey to or from the railway station or other point of arrival or departure. The upper limit for reimbursement is equal to the rate of terminal payment for air travel.

7.4 No travel expenses will be reimbursed in respect of an immediate stop:
(i) which is unauthorized,
(ii) which does not involve leaving the terminal, or
(iii) which is exclusively for the purpose of an onward connection.

7.5 Terminal expenses are not provided for travel by car since reimbursement is made on the basis of mileage for a door-to-door journey at the established rates.

8. Travel on Home Leave

8.1 Staff members who are serving outside their home country and who are otherwise eligible, are entitled once in every two years of qualifying service to visit with their dependents their home country for the purpose of spending in that country a substantial period of annual leave.

Home leave is recognized as a staff entitlement and, therefore, some flexibility in travel arrangements is permitted: A staff member may choose:
a) Regular travel arrangements
b) Lump-sum option

8.3 Regular travel arrangement option entitles the staff member to the appropriate DSA, terminal expenses, travel insurance which are applicable to the usual travel, The authorized dependents are entitled to 50% of the appropriate rates of DSA & 1/3 of the terminal expenses.

8.4 The lump-sum option provides for the payment, in a single lump sum, of an amount equivalent to 80% of the applicable airfare for each traveler from the duty station to the recognized place of resident in their home country and return by the most direct route. The lump sum payment is deemed to cover all entitlements relating to the authorized travel. By selecting this option, the staff member renounces all further claims connected with the home leave travel.

a) Staff members have the option to make their own travel arrangements and receive a lump sum payment in lieu of the travel and related entitlements for home leave.

b) Staff members who decide to exercise this option are responsible for their own travel arrangements. They will receive a lump-sum amount equivalent to 80% of the cost of the full economy class fare by the most direct and economic scheduled air carrier between Manila and the established place of home leave.

c) The lump-sum payment is deemed to cover all entitlements relating to the specific travel, including surface travel in the country of destination. By selecting this option, staff members agree to waive all entitlements in respect of that travel and therefore will not be entitled to any further amount for transportation, terminal expenses, rest stop overs, DSA, insurance coverage and for expenses related to travel documents and visas for themselves and their eligible dependents.

d) Once the lump-sum option has been selected and the documents are submitted for processing, PRF will not be responsible for any delays or additional expenses that maybe incurred or liabilities that may arise as a result of the exercise of the lump-sum option. For example, if sickness or other personal considerations delay or affect the travel and the staff member has purchased tickets to which restrictions are attached, it will be up to the staff member, and not the PRF to settle the matter. It is emphasized that it is the responsibility of the staff member to take out appropriate travel cancellation insurance.

9 Travel Advance

9.1 International Travel

Staff on official international travel are entitled to receive in advance of their scheduled travel period, ***100%*** of their estimated DSA. The advance to the staff going on travel is in US Dollar currency.

9.2 Local Travel

International staff, consultants and locally recruited staff authorized to travel locally are entitled to an advance of ***100%*** of their DSA in local currency.

The Disbursement Voucher (DV) for the advance should be supported by an accomplished travel authorization showing details of travel and computation of the travel entitlements.

9.3 Staff who have received travel advances are required to submit the travel claims along with the mission report within **fifteen (15) working days after** completion of travel. No additional travel advances may be granted unless previous advances have been settled. Under no circumstance should a travel advance be made to a staff who already has two (2) outstanding travel advance.

10. Miscellaneous Travel Expenses

10.1 Necessary additional expenses incurred by a staff in connection with the transaction of official business or in the performance of authorized travel, shall be reimbursed by the PRF provided the necessity and nature of the expenses are satisfactorily explained and supported with proper receipts for expenditure in excess of $25. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

a) Rental of local transportation service other than that provided;
b) Telephone, internet and fax, for f official business;
c) Hire of room for official use;
d) Secretarial services or rental of typewriters, computers, laptops in connection with the preparation of official reports or correspondence;
e) Transportation costs or storage of baggage or property used for official business. f) Authorized travel-related hospitality meals with supporting receipts and explanation in the mission report

10.2 The following are examples which are not reimbursable as travel expenses:

a) Lost or damaged baggage
b) Medical exam (for staff members)
c) Representation or hospitality expenses

11. Travel Claim and Mission Report

11.1 To facilitate the smooth operation of the PRF and to promote financial accountability, the preparation and submission of mission report after every travel/mission is being implemented and should be submitted within 15 days after the conclusion of the approved official travel or mission.

11.2 Inability to submit mission reports on time would be an indication that the mission objectives have failed and the traveler is to lose entitlements to any travel claim.

11.3 Continuous delinquency in submitting travel claims and mission reports for three (3) consecutive months and/or two travels/missions will bar the staff from any future missions. In addition, disciplinary actions, as determined by the Executive Director or the Officer-in Charge shall be taken against the staff.

11.4 Travel claim should be submitted to the Finance Accounting Unit with the following documents attached to support the claim:

a) Mission Report
b) Traveler's copy of the Travel Authorization
b) Ticket Stubs and boarding pass
c) Receipts for official communication, departure taxes, visa and other related travel cost

11.5 The total entitled travel claim is arrived at by calculating the applicable amount of total DSA Rates for the travel location/s in the relevant travel period together with the terminal expenses and other allowed miscellaneous charges.

11.6 Advanced DSA paid must be deducted from the total entitled travel claim and the balance settled by raising a Disbursement voucher (DV) in the same currency as the advanced DSA. Originals of the claim and all other documents should be attached to the Disbursement vouchers (DV) to support the claim.

11.7 All travel claims will only be released upon approval of the submitted mission report to the office of the Executive Director or the Officer-in-Charge and upon clearance from Finance Accounting Unit.

11.8 In the event that the staff receives a travel advance and then fails to submit a travel claim within fifteen (15) working days after completion of the travel, the travel advance will be automatically recovered in its entirety by salary deduction.

12. Excess Luggage

12.1 Each traveler authorized by PEMSEA to travel by air may request a luggage allowance of 30 kilograms. Only above this limit will be the luggage considered as "excess" the cost of which will be the responsibility of the traveler, unless specifically authorized for a given reason.

13. Insurance

13.1 Staff members on officially approved travel are insured in case of death, injury or illness attributable to service.

13.2 The provision of insurance applies only to the staff members and does not extend to the dependents. PEMSEA does not accept any responsibility for their health or injury during the authorized travel.

13.3 The insurance cover for the staff member applies only while he/she follows the officially approved itinerary. The staff members who intend to deviate from the approved travel route, or plan additional stop-overs for their personal convenience should, therefore arrange their own insurance cover for those periods.

13.4 Similarly, the PEMSEA insurance does not cover a staff member who travels by private car or motorcycle where PEMSEA authorized such travel purely at the request and for the convenience of the staff member.

14. Removal Cost on Appointment and Separation

14.1 The internationally appointed staff members are entitled to reimbursement, in addition to having the travel costs covered by PEMSEA for themselves and their dependents, the expenses connected with removal of their personal effects and household goods between the place of their domicile/recruitment and the duty station, if they fulfill certain conditions.

14.2 PEMSEA shall reimburse the removal expenses if:
a) On appointment, the initial contract is for at least two (2) years
b) On separation, the staff member has completed at least two (2) years.

14.3 The maximum amount of entitlement is expressed in weight and volume. The shipment will be considered within the approval limits if it is within either the weight or volume limit.

14.4 The single staff member's entitlement is 10,800 lbs. (4,890 kg.) or 1,080 cu ft (30.58 cu. m).

The entitlement of a staff member with a spouse or a dependent child (who are residing in the official duty station) is 18,000 lbs. (8,150 kg.) or 1,800 cu ft (50.96 cu. m).

14.5 Where both husband and wife are staff members and each of them is entitled to removal of personal effects and household goods at PEMSEA's expense, the maximum limit for both of them jointly will be the entitlement for a staff member with dependents residing with him/her at the duty station.

14.6 The above limits include the weight/volume of the packing but exclude the crating.

14.7 Prior to authorization of removal at PEMSEA's cost, three estimates are required from different reputable removal companies. In view of the point above, it should be requested from the removal firm to quote the estimated weight/volume both net and gross.

14.8 Each estimate should also quote expenses for packing, collecting, sea freight and delivery, and any other costs that will be billed.

14.9 The staff member can arrange with the removal company to send the invoice directly to PEMSEA for payment, or he may choose to pay the company himself and be reimbursed by PEMSEA afterwards.

14.10 Entitlement to removal costs on separation from service lapses if the removal has not been carried out within twelve months of the date of separation.

14.11 Entitlement also ceases if a staff member resigns before completing two years of service. PEMSEA will not pay for transportation of personal vehicles, boats, animals and other items not considered as household goods.

15. International Travel Policy for Participants Sponsored by PEMSEA

15.1 General Policy

Participants sponsored by PEMSEA for official events must adhere to the following guidelines to ensure proper financial and logistical management.

PEMSEA sponsorship may cover one or a combination of the following:

- Airfare only
- Daily Subsistence Allowance (DSA) only
- Hotel accommodation only
- Full sponsorship covering airfare, DSA, and accommodation

The level of sponsorship will be clearly specified in the participant's invitation or travel approval.

15.2 Daily Subsistence Allowance (DSA)

PEMSEA provides a DSA to cover accommodation, meals, and incidental expenses.

- Calculation & Payment:
  a) The DSA is determined based on the official travel duration, destination rates, and PEMSEA travel rules.

- Disbursement:
  a) 100% of the calculated DSA will be released upon submission of the original inbound boarding pass. If airfare is not covered, a photocopy must be provided as proof of attendance at the event.
  b) The outbound boarding pass must be submitted electronically upon return to the duty station.
- Deductions:
  a) DSA will be reduced for any days where accommodation or meals are provided by PEMSEA or a co-organizer.

- Personal Expenses:
  a) All additional accommodation costs due to personal preferences will be the participant's responsibility.

15.3 Flight Tickets & Travel Insurance

- Airfare:
  a) Sponsored participants will receive airfare/airline tickets
  b) Travel must follow the most direct and economical route, any additional costs outside of the approved itinerary will not be covered/reimbursed.

- Boarding Pass Submission:
  a) All sponsored participants whose airfare is covered by PEMSEA must submit their original inbound and scanned (for those whose final destination is outside Metro Manila) outbound boarding passes for verification/documentation.

- Insurance:
  a) PEMSEA does not provide travel insurance. Participants are strongly encouraged to arrange their own travel insurance.

15.4 Hotel Accommodation

- Fully Sponsored Participants:
  a) PEMSEA will arrange and cover hotel accommodation based on the official event schedule.

- Partially Sponsored Participants:
  a) Participants whose sponsorship does not cover accommodation must arrange and cover their own lodging.

15.5 Terminal Allowance

a) A standard terminal allowance is provided for each transfer
(to/from the airport and hotel/residence).

b) If PEMSEA or a co-organizer provides transportation, the corresponding terminal allowance will not be provided

15.6 Additional Guidelines

- Local travel policies for PRF staff shall also apply to PEMSEA-sponsored participants, unless special arrangements have been made.

Annex A: TRAVEL APPLICATION / AUTHORIZATION FORM

PEMSEA
TRAVEL APPLICATION / AUTHORIZATION

Date:	Authorization No.:
Name of traveller:	Special Instructions:
Contacting Address:	
telephone:	Funds available / Travel authorized by
Grade: Per diem rate :	(Finance Officer) / (for Secretary-General)

Proposed Itinerary	Arrival			Departure			Air Sea Rail Road*	Class Mileage	No. of days	Rate PHP	Amount PHP
	Day of week	Date	Hour am/pm	Day of week	Date	Hour am/pm					
From											
To											
To											
To											
To											
To											
To											
To											
						Total Per Diem					-
						Terminal Expenses					
									Total	PHP	-

90% per diem and terminal expenses requested in advance in Sterling/Dollar** travellers cheques (***pls encircle***)	Advance Amount
Exccess Baggage tickets requested for following reason:	Excess Baggage tickets Approved / Not Approved

Purpose of travel:

Meeting dates: From 16/06/2022 To 16/06/2022 (inclusive)

Annual leave to be taken in connection with journey

Signature of traveller

Approved by (Executive Director)

* If travelling by car, please indicate mileage in next column.

FINANCE

Annex B: ACTIVITY REQUEST FORM

ARF 1

ACTIVITY REQUEST

Responsible Officer : ______________________ Date of Request: ______________

Prepared by: ______________

Name of Activity : (1) ____

Objectives: **Objective of the Workshop:**

____

Responsibility Centre :
(include detailed schedule if available)

Staff name:	Man days:
A. Gonzalez	
(Staff/Officer's Name)	
PA/IT Support	

Expected outputs : **Outputs of the mission:**
(1)
(2)

____

Period covered : ____

As of ______________

Budget code(s):	______________	Approved Budget	______________
Activity code(s):	______________	Total Expenses	______________
	______________	Commitment	______________
	______________	Budget Balance	______________
	______________		______________

Exchange rate: ______________

ARF 1

Proposed Itinerary

Objectives of the Mission:

1.
2.
3.

Outputs of the mission:

1.
2.
3.
4.

Proposed dates and activities of the mission:

Date	From	To	Activity

Annex C: ACKNOWLEDGEMENT RECEIPT

PEMSEA

ACKNOWLEDGEMENT RECEIPT

This is to acknowledge receipt of (__________________) only, representing payment for

____

__

services rendered/reimbursement of expenses incurred/transportation expense.

Payment Received by: ____________________________________

(Name and Signature)