



## Obligation and disbursement of funds for payment of airfare for foreign travel through travel agency via send bill

The Budget and Accounting Divisions are in-charge in the allotment, approval and disbursement of funds to cover payment of expenses of airfare for foreign travel through travel agency via send bill.

<b>Office or Division:</b>	Budget Division and Accounting Division-Financial Service
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government-to-Business (G2B)
<b>Who may avail:</b>	External Creditors/Travel Agencies

CHECKLIST OF REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. Obligation Request and Status (ORS)	Four (4)	Requesting party/payee
2. Duly filled up Disbursement Voucher (DV)	Four (4)	Requesting party/payee
3. Print out of non-availability of flight in the PS online ticketing	One (1)	Budget Division
4. Funds Availability (FA) Slip	One (1)	Budget Division-Financial Service
5. Copy of approved Travel Authority	One (1)	Personnel Division
6. Statement of Account (SOA)/Billing	One (1)	End User
7. Copy of plane ticket	One (1)	Authorized airlines
8. Quotations from at least three travel agencies	One (1)	Three travel agencies
9. Authority to Credit (with Bank Name, branch, account number and account name)	One (1)	Requesting party/payee

*\*Additional documents may be required for purposes of validation*

PROCEDURES				
Client Steps	Agency Actions	Fees to be Paid	Processing Time *	Person Responsible
1. Prepares and submits duly accomplished ORS, DV, together with the Checklist of Documentary Requirements duly signed by the head of requesting office, and other supporting documents that should	Receive, record in the logbook and forwards to in-charge (budget focal)	None	One (1) hour	Budget Division Receiving Personnel



be prepared by the end-user				
	Review completeness and validity of supporting documents as to funds availability		One (1) hour	In-charge/budget focal-Budget Division
	Obligate ORS		One (1) hour	In-charge-Budget Division
	Review and signs ORS		One (1) hour	Chief-Budget Division**
	Release to Accounting Division		One (1) hour	Budget Division-releasing personnel
	Receive, record in the logbook and forward to in-charge in pre-audit		One (1) hour	Accounting Division Receiving Personnel
	Pre-audit DV		One (1) hour	In-charge-Pre-audit Section, Accounting Division
	Signs Box B of DV and indicate mode of payment whether check or ADA		One (1) hour	Chief-Accounting Division**
	Release DV to the office of FS Director		One (1) hour	Accounting Division Releasing Personnel
	Affixes initials in Box C		One (1) hour	Director IV-Financial Service
	Release DV to office of authorized signatory		One (1) hour	Releasing Personnel-Budget Division
	Sign/approve DV			Undersecretary/ Assistant Secretary for Finance
	Receive and record approved DV and forward to in-charge		One (1) hour	Receiving Personnel-Accounting Division
	Prepare LDDAP-ADA		One (1) hour	In-charge-Accounting Division
	Review LDDAP-ADA		One (1) hour	Assistant Chief-Accounting Division
	Sign Box A of LDDAP-ADA		One (1) hour	Chief-Accounting Division**





	Sign Box A of LDDAP-ADA		One (1) hour	Chief-Accounting Division**
	Record and release LDDAP		One (1) hour	Releasing Personnel-Accounting Division
	Receive and record LDDAP and forward to signatory		One (1) hour	Receiving Personnel-Budget Division
	Signs/approves Box C of LDDAP-ADA		One (1) hour	Director IV-Financial Service**
	Release signed/approved LDDAP-ADA		One (1) hour	Releasing Personnel-Budget Division
<b>TOTAL:</b>			<b>2 days and 3 hours</b>	

*\*Maximum processing time depending on the volume of transaction*

*\*\*Can be signed by the designated alternate signatories in case of unavailability of the principal signatories*

*In case of reimbursement, secure authority to reimburse issued by the Undersecretary in-charge of Finance or authorized representative*