



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

GENERAL RULES AND RESTRICTIONS RELATED TO EXPENSE ACCOUNTS

ATTENDANCE TO TRAINING/SEMINARS

1. Per DBM Circular No. 563, s.2016, the registration fee for participation in conferences/seminars shall not exceed P2,000.00 per day per participant. Any amount in excess of the prescribed rate shall be on the expense of the participant.
2. Per existing University Memorandum Order, seminars, conferences and the likes that are conducted or organized by government institutions and trainings, either conducted by government institutions or NGOs/POs, are not covered by NBC 563. Thus, payment of actual registration fees for these activities/functions may be fully shouldered by the University.
3. **Transportation Expenses**
 - 3.1 **Allowable Transportation Expenses**
 - 3.1.1 Actual rates of transportation (land, sea, air) from the office or residence to the point of embarkation (airport, bus terminal, sea port) and vice-versa.
 - 3.1.2 From airport, bus terminal, sea port to temporary residence and vice-versa.
 - 3.2 **Not Allowed**
 - 3.2.1 Local or inland transportation after arrival in the temporary residence.
 - 3.2.2 Claims for transportation expenses within the fifty (50) kilometer radius of Metro Manila area or within the city or municipality wherein their permanent official station is located.
4. **Mode of Transportation and Type of Accommodation**
 - 4.1 Per EO 77, s.2019, the agency head concerned or the designated officials shall determine the mode of transportation and type or hotel/lodging to be availed, which in all cases shall be the most economical and efficient.
 - 4.2 As a general rule, only the ordinary public conveyance or customary modes of transportation shall be used.
5. **Daily Travel Expenses (DTE)**
 - 5.1 Per EO 77, s.2019, entitlement to Daily Travel Expenses (DTE) beyond fifty (50) kilometer radius from the permanent official station shall be based on the following apportionment:

Particulars	Percentage	Coverage
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%), meals (30%), and incidental expenses (20%)
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30%), and incidental expenses (20%)



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5.2 The maximum allowable DTE of government personnel, regardless of rank and position, shall be at the following rates:

Destination		Maximum DTE
Cluster I	Region I Region II Region III Region V Region VIII Region IX Region XII Region XIII ARMM	P1,500
Cluster II	Cordillera Administrative Region Region VI Region VII Region X Region XI	P1,800
Cluster III	National Capital Region Region IV-A Region IV-B	P2,200

6. Only Full-time faculty members, permanent personnel and casual employees are entitled to University funding.
7. Liquidation of cash advances and/or reimbursement of expenses should be made within:
 - 7.1 Traveling Expenses – within thirty (30) calendar days after the return of the official/employee/faculty concerned to his/her official station for local travel.
 - 7.2 Special purpose – as soon as the purpose of the cash advance has been served.
 - 7.3 Reimbursement of expenses incurred – within thirty (30) calendar days after the activity.

CONDUCT OF TRAINING/SEMINARS

1. All colleges/branches/offices may conduct in-house seminars/training program with minimal expenses.
2. In all instances of seminar/training, utilization of available resources and facilities is encouraged.
3. Honoraria of the speakers shall be in accordance with NBC No. 2007-1.
4. PUP personnel are not entitled to honoraria/tokens when they act as resource person, speaker in in-house training programs and seminars.
5. Only Full-time faculty members, permanent personnel and casual employees are entitled to University funding.
6. Food/meals shall be provided by the University Canteen.
7. Liquidation of cash advances and/or reimbursement of expenses should be made within:
 - a. Traveling Expenses – within thirty (30) calendar days after the return of the official/employee/faculty concerned to his/her official station for local travel.
 - b. Special purpose – as soon as the purpose of the cash advance has been served.

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c. Reimbursement of expenses incurred – within thirty (30) calendar days after the activity.

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