

[ **REPUBLIC ACT NO. 3847, April 07, 1964** ]

**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 four of this Act: *Provided*, That such per diems shall not be below the minimum nor above the maximum as fixed herein:

	Minimum	Maximum
<b>Manila, Bacolod, Iloilo, Davao,</b>		
<b>    Cebu and Baguio</b>	P14.00	P20.00
<b>    Other chartered cities</b>	12.00	16.00
<b>    Places other than cities</b>	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 five pesos a day in chartered cities and three pesos 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 allowances as provided above: *Provided*, That should there be any deviation in his itinerary or his travel cancelled or cut short, his per diems and allowances shall be adjusted and he shall refund or be paid the difference as the case may be.

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

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

SEC. 5. Such provisions of Chapter four of the Administrative Code, Sub-sections 7-1(17), (18) and (19) of Commonwealth Act Numbered Two hundred forty-six, and all other laws or part of laws or executive orders as are inconsistent with this Act are