

**[ EXECUTIVE ORDER NO. 298, March 23, 2004 ]**

**AMENDING FURTHER EXECUTIVE ORDER NO. 248 DATED MAY 29, 1995 AS AMENDED BY EXECUTIVE ORDER NO. 248-A DATED AUGUST 14, 1995, WHICH PRESCRIBES RULES AND REGULATIONS AND NEW RATES OF ALLOWANCES FOR OFFICIAL LOCAL AND FOREIGN TRAVELS OF GOVERNMENT PERSONNEL**

WHEREAS, the existing rules and regulations and the allowable travel expenses for local and foreign travels of government personnel must be rationalized to make the grant thereof fair and equitable;

WHEREAS, in view of the increasing cost of goods and services, there is a need to review the rules and regulations and travel expenses for local and foreign travels;

WHEREAS, under Section 79 of Presidential Decree No. 1177, dated July 30, 1977, as amended by Section 72, Book VI of Executive Order No. 292 or the (Administrative Code of 1987), the rates of travel allowances may be changed from time to time as may be determined by the Travel Rates Committee created therein;

WHEREAS, the Travel Rates Committee has submitted to the President recommendations to modify the existing rules and regulations and the authorized travel expenses for local and foreign travels;

NOW, THEREFORE, I, GLORIA MACAPAGAL-ARROYO, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Section 4 of EO No. 248, as amended by EO No. 248-A, is hereby renamed as Section 2, and Items b) and c) thereof are hereby amended as follows:

b) Travel Expenses – the amount authorized to cover hotel/lodging rate, meals and incidental expenses excluding transportation expensed going to and from. c) Hotel/Lodging Rate – the daily hotel/lodging cost including the prescribed taxes and service charges.

SEC.2. Section 2 and 3 are hereby renumbered as Section 3 and Section 4, respectively. SEC.3. The first (1st) paragraph of Section 5 of EO No. 248 is hereby amended to read as follows:

"Section 5. Approval of Travel and Payment of Travel Expenses. Travels of officials and employees of National Government Agencies for less than thirty (30) days and payment of travel expenses therefore shall be approved by the head of office/bureau or equivalent. Travels that will last thirty (30) days or more and payment of travel expenses therefore shall be approved by the Department Secretary or his equivalent. The approval of the Department Secretary concerned shall be construed as equivalent to the approval of the Secretary of Budget and Management.

SEC.4. The first (1st), second (2nd), and third (3rd) paragraph of Section 6 of the said EO are hereby amended to read as follows:

"Section 6. Allowable Travel Expenses. The travel expenses of government personnel regardless of rank and destination shall be in the amount of Eight Hundred Pesos (P800.00) per day which shall be apportioned as follows: a) fifty percent (50%) for hotel/lodging, b) thirty percent (30%) for meals and c) twenty percent (20%) for incidental expenses.

Claims for reimbursement of actual travel expenses in excess of the travel expenses authorized herein may be allowed upon certification the head of agency concerned as absolutely necessary in the performance of an assignment and presentation of bills and receipts. Provided, that, certification or affidavit of loss shall not be considered as appropriate replacement for the required hotel/lodging bills and receipts. Entitlement to travel expenses shall start only upon arrival at the place of destination and shall cease upon departure therefrom at the following percentage:

Particulars	Percentage	To Cover
Arrival not later than 12:00 noon	100%	Hotel/lodging (50%); meals (30%) and incidental expenses (20%)
Arrival after 12:00 noon	80%	Hotel/lodging (50%); dinner (10%) and incidental expenses (20%)
Departure before 12:00 noon	30%	Breakfast (10%) and incidental expenses (20%)
Departure at 12:00 noon and later	40%	Breakfast (10%), lunch (10%) and incidental expenses (20%)

SEC. 5. The seventh (7th) paragraph of Section 6 of the said EO is hereby amended to read as follows:

"Claims for payment of travel expenses travel/assignment to places within the fifty (5) kilometer radius from the last city or municipality covered by the Metropolitan Manila Area in the case of those whose permanent official station is in the Metropolitan Manila Area, or the City or municipality wherein their permanent official station is located in the case of those outside the Metropolitan Manila Area, shall be allowed only upon presentation of proof, duly supported by bills or invoices with official receipts of expenses incurred, that they stayed in the place of their assignment for the whole duration of their official travel. If they commute daily from the place of their assignment to the place of their residence or permanent official station, they shall be allowed only the reimbursement of actual fare at the prevailing rates of the authorized mode of transportation from the permanent official station to the destination or place of work and back, and a reasonable cost for meals. The total actual fare and cost of meals and incidental expenses shall in no case exceed Four Hundred Pesos (P400.00) per day."