

**[ DFA DEPARTMENT ORDER NO. 28-90, December 11, 1990 ]**

**OFFICIAL TRAVEL ABROAD OF GOVERNMENT PERSONNEL**

*SECTION 1. Legal Basis* — The President, on 26 April 1990, signed **Executive Order No. 401**, which governs the official travel abroad of officials and employees of the government, both national and local, including government owned or controlled corporations whose nature of travel is under the category of Conference, Special Missions, and Other Non-Study Trips.

*SECTION 2. Approval of the President* — All official travel abroad of the Secretary, Undersecretaries, Assistant Secretaries and other officials of equivalent rank whose nature of travel falls under the category of Conferences, Special Missions, and Other Non-Study Trips, shall be subject to the prior approval of the President.

*SECTION 3. Nature of Travel* — Travels and assignments under this Order shall include those undertaken for the following purposes:

- a. To attend conferences or seminars sponsored by foreign governments or international government organizations to which the Philippine Government is committed or invited to send representatives or participants;
- b. To attend conferences or seminars sponsored by private organizations, whether international or not, invitations to which have been sent through their respective governments to the Philippine Government;
- c. To conduct examination or investigation of Philippine Government agencies or affairs; and
- d. To undertake any other official mission which cannot be assigned to any other Philippine Government official or officials already abroad.

*SECTION 4. Transportation* — Whenever transportation is not provided by the host country or sponsoring organization or agency, economy class plane ticket shall be provided unless otherwise specified in the travel authority issued by the Office of the President.

*SECTION 5. Clothing Allowance* — Clothing allowance shall be granted to Home Office personnel once every twenty-four (24) months, and a certification shall be submitted to the effect that no clothing allowance had been received during the next preceding twenty-four (24) months. In cases where the clothing allowance previously received was less than the clothing allowance to which the traveller is entitled for the subsequent trip, the difference shall be paid. The prescribed rates shall be as follows:

- a. Secretary and \$400.00

- Undersecretary
- b. Assistant Secretary,  
Head of Delegation with full powers,  
Chief of Mission, Consul-General, Counsellor, and Foreign Service Officer \$350.00
- c. All other regular personnel \$300.00

*SECTION 6. Clothing Allowance Under the General Appropriations Act* — The clothing allowance provided under this Order shall be in addition to the uniform and clothing allowance also authorized for Home Office personnel in the annual General Appropriations Act.

*SECTION 7. Daily Allowance and Reimbursable Limit for Hotel Room Rate* —

- a. A daily allowance shall be paid to cover subsistence, incidental local transportation expenses, and other miscellaneous incidental expenses like portorage, tips, and road tolls. It shall be granted only for the duration of the official trip, including travel time which shall be computed according to the most direct air route not more than three (3) days before and three (3) days after the conference or mission unless otherwise specified in the authority for the trip.
- b. Reimbursement of hotel expenses shall be allowed only when duly supported by actual hotel bills. No affidavit of loss shall be accepted. In highly meritorious cases, reimbursement of actual hotel room rate may be allowed for the Secretary or other officials of equivalent rank only when so specified in the travel authority issued by the Office of the President.
- c. The allowances specified in this section for the Secretary shall be in lieu of the \$80.00 per day reasonable expenses under **Executive Order No. 367**, series of 1989.
- d. Where the per diem or allowance provided by the host government or sponsoring institution is lower than that prescribed in this Order, the difference shall be paid.
- e. The prescribed rates shall be as follows:

Category	Daily Allowance	Reimbursable Limit for Hotel Room Rate
Secretary	\$100.00	\$100.00
Undersecretary	90.00	
Assistant Secretary, head of delegation with full powers, Chief of Mission,	80.00	80.00