# **A Checklist of Documentary Requirements for Common Research-Related Transactions**

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| Transaction | Remarks |
| Payment of Salary/Honoraria |  |
| 1. Certified true copy of the Contract of Services or Project Contract Form (current)
 |  |
| 1. Certificate of Service
 | * Project staff – approved by the project leader
* Project leaders – approved by the Dean/Institute Director
* Project leaders who are also Deans or Institute Directors – approved by the Vice Chancellor for Research/NIH Executive Director
* Project leaders who are also Vice Chancellors – approved by the Chancellor
 |
| 1. Accomplishment report accepted by the project leader
 |  |
| 1. Line-Item Budget
 |  |
| Liquidation/Reimbursement of MOOE |  |
| 1. Travel Expenses
 |  |
| * 1. General Requirements for Local/Foreign Travel[[1]](#footnote-1),[[2]](#footnote-2)
 |  |
| * + 1. Approved Letter Request
 |  |
| * + 1. Approved Travel Order or
		2. Approved Authority to Travel
 | For foreign travel |
| * + 1. Local Special Detail
 | For local travel |
| * + 1. Duly Approved Itinerary of Travel/Revised Itinerary of Travel
 |  |
| * + 1. Certificate of Appearance/Attendance
 |  |
| * + 1. For seminars/workshops/trainings
 |  |
| * + - 1. Certificate of Service and Appointment of the Speaker
 | Only as applicable |
| * + - 1. Acceptance of the nominees as participants (issued by the foreign country/organizing committee)
 |  |
| * + - 1. Programme Agenda and Logistics Information
 |  |
| * + 1. Certificate of Travel Completed
 |  |
| * + 1. Basis for the rate of the Daily Subsistence Allowance (DSA) or Per Diem
 | If different from the rates prescribed by the Commission on Audit (COA) |
| * + 1. Official Receipt of Returned Unused Cash Advance
 | For cash advance specific to travel only. Indicate specific purpose, date and travel destination of cash advance |
| * + 1. Certification of the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day
 | If applicable only. Certification or Affidavit of Loss shall not be considered as an appropriate replacement for the required hotel/lodging receipts |
| * 1. Air Travel
 |  |
| * + 1. Official Receipt
 |  |
| * + 1. Approved Purchase Request
 |  |
| * + 1. Flight itinerary issued by the airline/ticketing office/travel agency, boarding pass *and* terminal fee/ticket
 |  |
| * + 1. Abstract of Open Canvass and Canvass of Quotations (at least 3)
 | If purchasing through a travel agency |
| * + 1. BIR 2303 or Certificate of Registration
 | If purchasing through a travel agency |
| * 1. Chartered Boat/Van Rental
 |  |
| * + 1. Official Receipt
 | If applicable only. RER or Acknowledgement Receipt can be used |
| * + 1. Contract of Service
 |  |
| * + 1. Itinerary of travel with list of passengers
 |  |
| * + 1. Local Special Detail and/or Travel Authority
 |  |
| * + 1. Abstract of Open Canvass and Canvass of Quotations (at least 3)
 | Required in highly urbanized cities and first class municipalities. Optional if in remote communities (e.g. GIDA) |
| * + 1. BIR 2303 (Certificate of Registration)
 | If applicable only |
| * 1. Metered Taxi
 |  |
| * + 1. Official Receipt
 | Uber/Grab: Include e-mail receipt |
| 1. Approved Itinerary of Travel
 | If in groups: Add list of passengersApproved by: PI/SDO |
| * 1. Bus
 |  |
| * + 1. Bus ticket/Official Receipt
 |  |
| * + 1. Approved Itinerary of Travel
 | If in groups: Add list of passengersApproved by: PI |
| * 1. Customary modes of transportation

(Jeep, FX, MRT, LRT, Tricycle) |  |
| * + 1. RER
 | Received from: SDOPayee: StaffWitness: Staff |
| * + 1. Approved Itinerary of Travel
 | If in groups: Add list of passengersApproved by: PI |
| * 1. Boat (passenger)
 |  |
| * + 1. Boat ticket and terminal ticket
 |  |
| * + 1. Approved Itinerary of Travel
 | If in groups: Add list of passengersApproved by: PI |
| 1. Daily Subsistence Allowance/Per Diem (Travel, Meals and Accommodation)[[3]](#footnote-3)
 |  |
| * 1. Certified true copy of the Contract of Services or Project Contract Form
 | Certified true copy by a permanent faculty/employee |
| * 1. RER
 | Payee: Employee |
| * 1. Certificate of Appearance
 |  |
| * 1. Grant guidelines from funding agency (or equivalent letter)
 | If the per diem amount is greater than the amount prescribed by COA |
| 1. Accommodation (Actual Expenses)[[4]](#footnote-4)
 |  |
| * 1. Official Receipt
 |  |
| * 1. Certificate of Appearance
 |  |
| 1. Transportation and Delivery
 |  |
| * 1. Official Receipt
 |  |
| * 1. Abstract of Open Canvass and at least three (3) quotations
 | If courier services or trucking services that vary according to weight or time of travel, respectively, include note that “actual prices vary according to” weight/time |
| 1. Representation
 |  |
| * 1. Meetings
 |  |
| * + 1. Official Receipt
 |  |
| * + 1. Notice of meeting OR agenda OR minutes of the meeting
 |  |
| * + 1. Original signed attendance sheet with date and time of meeting
 |  |
| * + 1. Abstract of Open Canvass and at least three (3) quotations
 | If purchase > P 1,000.00 |
| 1. Supplies and Materials
 |  |
| * + 1. Official Receipt
 | Collection Receipt/Sales Invoice stamped PAID and signed by the cashier or duly accomplished RER if purchased in remote communities and the vendor is unable to provide an official receipt |
| * + 1. Requisition and Issue Slip
 | Not required if supplies/materials were purchased in remote communities |
| * + 1. Inspection and Acceptance Report
 |
| * + 1. Abstract of Open Canvass and at least three (3) quotations
 | For purchases > P 1,000.00Optional if in remote communities |
| 1. Communication Expenses
 |  |
| * 1. Internet
 |  |
| * + 1. Billing Statement OR Call Cards
 |  |
| * + 1. Official Receipt
 |  |
| * 1. Call and Text
 |  |
| * + 1. Official Receipt
 |  |
| * + 1. Call Cards
 |  |
| 1. Printing and Binding
 |  |
| * 1. Official Receipt
 | RER |
| * 1. Sample (First page of document, A4-sized design of the tarpaulin or poster)
 |  |
| * 1. Abstract of Open Canvass and at least three (3) quotations
 | For purchases > P 1,000.00Optional if in remote communities |
| 1. Patient Remuneration
 |  |
| * 1. Transportation Allowance
 |  |
| * + 1. RER
 |  |
| * + 1. Transportation Form
 |  |
| * 1. Meal Allowance
 |  |
| * + 1. RER
 |  |
| 1. Other Professional Services (e.g. Laboratory Services)
 |  |
| * 1. Liquidation
 |  |
| * + 1. Contract of Service/Conforme
 |  |
| * + 1. Billing Statement
 |  |
| * + 1. Official Receipt
 |  |
| * + 1. Summary of Patients (Patient code can be used for confidential information)
 | If applicable |
| * + 1. Abstract of Open Canvass and at least three (3) quotations
 | Not needed if services are available within UP |
| Direct Payment of Vendors |  |
| 1. Purchase Request
 | Not needed if services are available within UP |
| 1. Purchase Order (Contract of Service/Conforme)
 | Not needed if services are available within UP |
| 1. Billing Statement
 |  |
| 1. Delivery Receipt
 |  |
| 1. Supplies and Materials
 |  |
| * 1. Inspection and Acceptance Report
 |  |
| 1. Insurance
 |  |
| * 1. Certified true copy of the insurance policy
 |  |
| 1. Laboratory Services
 |  |
| * 1. Summary of Patients (Patient code can be used for confidential information)
 |  |

**General Reminders:**

**For Official Receipts**

1. All Official Receipts (OR) should be in the name of Special Disbursing Officer (SDO) and not in the name of the University.
2. Each OR should be noted by the SDO.
3. All thermal receipts must be photocopied and the original attached to the photocopy.

**For Liquidation of Cash Advance**

1. Each submission should be accompanied by the following documents:
	1. Summary of Expenses/Liquidation Report
	2. Line Item Budget (LIB)
	3. Cash Program
2. The cash advance can only be used to pay for Current Operating Expenses.
3. All copies of an original document should be certified as a true copy by the SDO.
4. Phone canvass is allowed for expenses not greater than Php 20,000.00.

**For Reimbursement of Expenses**

1. Reimbursement of expenses should be accompanied by the following:
	1. Certificate of Emergency Purchase
	2. Authority to Reimburse
2. Receipts for reimbursement exceeding P10,000.00 is subject to withholding tax.
1. *Memorandum Order No. CCDP-2016-010.* Mandatory Supporting Documents for Liquidation of Cash Advance for Travel (Local and Foreign) and Special Purpose Cash Advance [↑](#footnote-ref-1)
2. *Commission on Audit Circular No. 2012-001, dated June 14, 2012.* Revised Documentary Requirements for Common Government Transactions [↑](#footnote-ref-2)
3. *Executive Order No. 298, s. 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.* Claims for payment of travel expenses travel/assignment to places within the fifty (50) 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 [↑](#footnote-ref-3)
4. If claiming actual expenses, staff cannot claim the entire amount of the per diem expenses. Additionally, this is not applicable for accommodation for pre-planned major activities such as trainings, workshops, conferences and large meetings. [↑](#footnote-ref-4)