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15 September 2016

MEMORANDUM ORDER No. CCDP-2016-010-A

TO : DEANS, DIRECTORS, AND HEADS OF OFFICES

ATTENTION : All Concerned
ACCOUNTABLE OFFICERS
ADMINISTRATIVE OFFICERS

SUBJECT : CHECKLIST OF MANDATORY SUPPORTING DOCUMENTS FOR LIQUIDATION OF CASH ADVANCE FOR TRAVEL (LOCAL and FOREIGN) and SPECIAL PURPOSE CASH ADVANCE

This is to reiterate Memorandum Order No.CCDP-2016-010 dated 09 February 2016 regarding liquidation of Cash Advance for travel (Local and Foreign) and Special Purpose Cash Advance.

Please be reminded that the attached checklist of mandatory documents (***Annex A***) should be placed on top of the Disbursement Voucher (DV) for the liquidation of cash advance duly certified as to completeness. Accounting Office will not accept DVs without the checklist.

Please be guided accordingly.

CARMENCITA D. PADILLA, MD, MAHPS
Chancellor

UNIVERSITY OF THE PHILIPPINES MANILA

**CHECKLIST FOR LIQUIDATION OF CASH ADVANCE FOR TRAVEL
(Local / Foreign)**

- Disbursement Voucher
- Budget Utilization Request (BUR) / Obligation Request (ObR) (if applicable)
- Liquidation Report
- Approved Letter Request (if travel/workshop/seminar/training)
- Approved Travel Order/Authority (travel)
- Approved Actual Itinerary of Travel (if there is change in itinerary)
- Certificate of Appearance/Attendance
- Certificate of Travel Completed
- Flight Itinerary/Electronic plane tickets, Boarding pass, Boat or Bus ticket, terminal fee & Official Receipt (photocopy of thermal paper)
- Reimbursement Expense Receipt (duly accomplished and signed)
- Photocopy of Official Receipt of Returned Unused Cash Advance (if any) (indicated specific purpose, date & travel destination of cash advance)
- Copy of the United Nations Development Programme (UNDP) rate for the Daily Subsistence Allowance (DSA) for the country of destination (foreign)
- 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 (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging and receipts)

NOTE: Local travel - Liquidation papers should be submitted to Accounting Office
within 15 days after the return of the official / employee

Foreign travel - Liquidation papers should be submitted to Accounting Office
within 30 days after the return of the official / employee

Certified as to completeness of required documents.

Signature over printed name

Unit

Date

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**CHECKLIST FOR LIQUIDATION OF SPECIAL PURPOSE CASH ADVANCE
(Special Disbursing Officer)**

- Disbursement Voucher
- Budget Utilization Request (BUR) / Obligation Request (ObR) (if applicable)
- Approved Letter Request (if workshop/seminar/training)
- Liquidation Report
- Summary of expenses
- Official Receipts / Bills / Sales Invoices (photocopy of thermal paper)
- Reimbursement Expense Receipt (duly accomplished and signed)
- Photocopy of Official Receipt of Returned Unused Cash Advance (if any) (indicated specific purpose, date & travel destination of cash advance)
- Food (attendance / contract with the caterer, if applicable)
- Inspection and Acceptance Report
- Approved trip ticket (gasoline)
- Waste Material Report (in case of replacement/repair)
- Abstract of canvass from at least 3 suppliers for purchases involving P1,000 and above (except purchases made while on official travel)
- Acknowledgement Receipt of Equipment (ARE) if (Equipment / Furniture & Fixtures) / Inventory Custodian Slip (semi-expendable item / assets below P15,000)
- Itinerary of travel (transportation)

NOTE: Special Cash Advance - Liquidation papers should be submitted to Accounting Office within 10 days after the Purpose of the cash advance has been served.

Certified as to completeness of required documents.

Signature over printed name

Unit

Date