



Republic of the Philippines
Department of Agriculture
FERTILIZER AND PESTICIDE AUTHORITY
FPA bldg., BAI Compound, Visayas Ave., Diliman, Quezon City
Telephone Nos. (02) 8426-1572/ (02) 8920-8573

September 19, 2023

OFFICE ORDER

NO. 20

Series of 2023

SUBJECT : INTERNAL GUIDELINES FOR FIELD PERSONNEL TRAVEL EXPENSE ALLOCATION

In the interest of the public service and with the objective of efficiently managing the allocation of Daily Travel Expenses for our Field Unit personnel, ensuring their adequate support in carrying their essential duties, the following guidelines are established for the monthly travelling expenses:

1. **Monthly Travel Expense Allocation for Field Personnel:** Field Unit personnel who do not have an assigned FPA official vehicle have an approved monthly travel expense allocation set at PhP 13,100.00, inclusive of transportation expenses. Field Unit personnel with assigned FPA official vehicles have an approved monthly travel expense allocation set at PhP 9,600.00.
2. **Claiming Actual Fare Expenses for Field Personnel with Assigned Vehicles:** Field personnel who have been assigned an FPA official vehicle may claim for the actual fares incurred by both the personnel and the assigned vehicle when undertaking inter-island travel in excess of the incidental expense allocation.
3. **Allowable Claim of Actual Expenses:** In addition to the incidental expense allowance, personnel are permitted to claim actual expenses, such as parking fees, entrance fees, and any other expenses, excluding prepayments made for RFIDs, directly related to their travel. These claims should be made for amounts exceeding the incidental expense allowance.

All actual claims must be substantiated with official receipts, subject to budgeting, accounting, and auditing rules and regulation.

This Order supersedes any previously issued orders that are inconsistent with it and shall come into effect on September 01, 2023.

JULIETA B. LANSANGAN
Executive Director III