

For: All Employees
From: Audit Department
Re: Transportation & Travel Allowance
Date: June 6, 2023
Ref: AIS-AUD-23-06-054
Cc: All departments

1. POLICY

The management shall provide or subsidize travel and meal allowances for field personnel like sales & marketing department's people and employees with out of town official business trips. The subsidy/allowance is given in consideration of their field work and being away from their families.

2. PROCEDURE

A. Hotel Accommodations

AREA	VP & ABOVE	MANAGER	SUPERVISOR & KEY PERSONNEL	STAFF & FIELD PERSONNEL
Cebu, Davao, Zamboanga, CDO, Iloilo, Bacolod	ACTUAL	P 4,000.00	P 3,500.00	P 3,500.00
Alaminos, Dagupan, Baguio, Cabanatuan, Pampanga, Olongapo, Dumaguete, Gensan, Ormoc, Vigan, Legaspi, Naga, Tacloban Batangas, Lucena, Butuan, Iligan, Ozamis, Mindoro, Dipolog, Pagadian, Tuguegarao		P 3,500.00	P 3,000.00	P 3,000.00

**The above rates are the maximum allowed hotel expenses per day. If actual expenses exceed the approved rates, the excess will be for the personal account of the employee in general unless justified and properly supported. These are part of cash advances prior to travel and subject for liquidation.*

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B. Meal Allowances

POSITION	BREAKFAST	LUNCH	DINNER	TOTAL
VP & ABOVE	ACTUAL	ACTUAL	ACTUAL	ACTUAL
MANAGER	P 250.00	P 350.00	P 350.00	P 950.00
SUPERVISOR	P 210.00	P 300.00	P 300.00	P 810.00
STAFF	P 190.00	P 250.00	P 250.00	P 690.00
FIELD PERSONNEL	P 160.00	P 220.00	P 220.00	P 600.00

**Meal allowances can not be claimed on company sponsored activities & representation.*

**For field personnel based in metro manila they are only allowed to claim meal allowance if they go outside metro manila. Excluded areas are Cainta, Taytay, Angono Rizal.*

**For provincial field personnel a distance of at least 25kms from their home base is required prior to claim of meal allowance.*

C. Claims Schedule

MEAL	DEPARTURE
BREAKFAST	Before 6:00 am
LUNCH	Before 12:00 noon
DINNER	After 6:00 pm

Field Personnel are the following:

- Dealer Coordinator
- Warehouseman
- Service Technician
- Exhibit Personnel

Exhibit Personnel can claim P 220.00 meal allowance per day, only if the place of exhibit is different from his regular branch assignment.

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