



42. Reimbursement of expenses of officers and employees below P1,000

Filing of Reimbursement of expenses of officers and employees below P1,000

Office or Division:	Accounting Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All officers and employees with reimbursement below P1,000			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipts to be reimbursed (1pc., Original)		Officers/Employees of BLWD		
2. Travel Order (for official business travel) (1pc., Original)		BLWD - Administrative Division		
3. Attendance Sheet (for department & board meetings) (1pc., Original)		Concerned Department		
4. Purchase Request (for payment of materials) (1pc., Original)		BLWD - Administrative Division		
5. Job Order (for payment of services) (1pc., Original)		BLWD - Administrative Division		
6. Accomplishment Report (for payment of services) (1pc., Original)		BLWD - Administrative Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Accepts complete attachments and prepare the Petty Cash Fund Voucher	None	5 minutes	Corporate Budget Examiner
2. None	2. Review and approves the Petty Cash Fund Voucher.	None	3 minutes	Concerned Department Manager
3. Claims the refund to the Corporate Budget Examiner	3. Releases the cash to officers / employees.	None	3 minutes	Corporate Budget Examiner
Total:		None	11 minutes	