REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
Quezon City

BUREAU OF INTERNAL REVENUE
RECORDS MGT. DIVISION
10:53 A.M.
SEP 27 2017
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September 12, 2017

REVENUE MEMORANDUM CIRCULAR NO. 79-2017

SUBJECT : **CIRCULARIZING MEMORANDUM DATED JULY 18, 2017 OF UNDERSECRETARY GIL S. BELTRAN, DEPARTMENT OF FINANCE (DOF) RELATIVE TO THE REITERATION ON THE TEN (10) WORKING DAYS LEAD TIME REQUIREMENT IN SUBMITTING REQUESTS FOR TRAVEL AUTHORITY**

TO : **ALL REVENUE OFFICIALS, EMPLOYEES AND OTHERS CONCERNED**

For the information and guidance of all concerned, circularized hereunder is the full text of memorandum dated July 18, 2017 relative to the "Reiteration on the Ten (10) Working Days Lead Time Requirement in Submitting Requests for Travel Authority", as follows:

"MEMORANDUM

FOR	:	**ALL HEADS OF DOF OFFICES, BUREAUS AND ATTACHED AGENCIES**
FROM	:	**GIL S. BELTRAN** Undersecretary
SUBJECT	:	**Reiteration on the Ten (10) Working Days Lead Time Requirement in Submitting Requests for Travel Authority**
DATE	:	**18 July 2017**

A marked increase in the number of cases of late or incomplete submission of requests for Travel Authority to DOF has been observed. Despite prior issuances enjoining, among others, the submission of travel requests at least ten (10) working days prior to the expected date of departure, a substantial number of requests are still submitted barely a few days before the date of departure or even on the day of departure itself.

In as much as this Department endeavors to facilitate the timely processing of travel requests, we enjoin everyone to strictly observe the travel guidelines provided for in Department Order No. 101-2014 dated 10 December 2014, particularly Section 5 thereof which states that:

> *"All applicants are strongly enjoined to observe (at least) 10 working days prior to departure-deadline for submission of travel application (with supporting documents). A travel application filed less than 10 working days prior to departure will be strongly considered for disapproval."*

Accordingly, all concerned are requested to:

1. Submit to the DOF Central Records Management Division (CRMD) at least ten (10) working days before the date of departure, all travel requests with complete documentation. The destination(s), duration of travel, purpose(s), entitlements, sponsorship and this justification for the necessity of the trip should be sufficiently spelled out.

2. A written justification addressed to the Secretary of Finance shall accompany travel requests that fall short of the lead time requirement.

3. When requests for official travel include entitlements that need further approval of the Office of the President, in which case, travel requests for such shall be submitted to DOF CRMD **at least fourteen (14) working days before departure date.**

Failure to comply with the above-mentioned lead time requirement shall be considered a strong ground for disapproval.

For strict compliance. Thank you."

All concerned are hereby enjoined to be guided accordingly and give this Circular a wide publicity as possible.

CAESAR R. DULAY
Commissioner of Internal Revenue

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