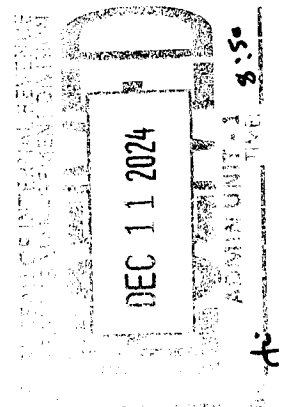


CHECKLIST OF REQUIREMENTS FOR PERSONAL TRAVEL ABROAD
(In compliance with Department Order No. 049-2019 of DOF)

NAME: _____ DATE OF TRAVEL: _____
POSITION TITLE: _____ PURPOSE OF TRAVEL: _____
PLACE OF ASSIGNMENT: _____ DATE RECEIVED: _____

A. Personal Travel

1. Letter request seeking permission to travel abroad duly indorsed by the Regional Director, if applicant is from Regional Office, or by the Assistant Commissioner concerned, if applicant is from National Office;
2. Approved application for vacation/sick leave;
3. Certification of no pending administrative case from Internal Investigation Division
4. Certification of no unliquidated cash advance;
5. Sworn statement of the applicant attested by the recommending official (Head of Office stating:
- A. duration of travel, place of destination and purpose;
 - B. estimated cost of the trip;
 - C. who will finance the trip;
- C.1. If travel is for personal account:
- C.1.1 Income Tax Return of the applicant for the preceding tax year or BIR form 2316 if availed was substituted filing of ITR.
 - C.1.2 Latest copy of Statement of Assets, Liabilities and Net Worth (SALN) duly certified by the Personnel Division, if assigned at the National Office or AHRMD, if assigned at the Region office.
- C.2. If travel is on other person's account:
- C.2.1 Income Tax Return or BIR 2316 if availed substituted filing of ITR of the preceding tax year of the person giving support for travel. (for Filipino Citizen)
 - C.2.2 Passport or any proof of financial capacity to support the travel. (if to be financed by non-resident)
- NA 6. Written justification addressed to the Secretary of Finance in case the travel request will fall short of the ten (10) working day lead time requirement ;
- NA 7. National/Regional Office Clearance (if leave is one (1) month);
- NA 8. Medical Certificate by the attending physician, if leave applied is for Sick leave purposes;

**Supplemental Requirements per Unnumbered Memorandum dated April 29, 2024**

1. Certification from the Head of Office attesting that the proposed travel will not disrupt normal operations of the office and that the applicant has no urgent pending deliverables.
2. List of breakdown of expenses indicating estimated expenses particularly airfare, accommodation, estimated pocket money, food expense, tour/rides, souvenirs and others.
- ___ 3. If applicable, letter under oath explaining the capacity/urgency of the travel for applicants who:
- Have insufficient/no more leave credits.
 - Have previous foreign trips for the last six (6) months.
 - Have property/ies acquired thru loan financing such as housing loan, etc. which consequently lead to minimal take home pay.

Prepared by:

Compensation and Benefits Section
Personnel Division

Note: All application for permit for personal travel abroad must be submitted to Personnel Division not later than thirty (30) calendar days before the date of travel. The Personnel Division shall return without action any request which is found inconsistent with the issued memorandum/checklist.



Bringing In Revenues
for Nation-building

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



BAGONG PILIPINAS

Annex B

Date _____

THE COMMISSIONER OF INTERNAL REVENUE
BIR, National Office Building
Agham, Road, Quezon City

Sir:

I would like to request permission to leave the country for personal travel to **(destination City and Country)** on **(duration of travel)**. The said travel is personal in nature and will not entail any government expenses.

Attached are the pertinent documents relative to this travel.

Very truly yours,

Name
Position/Designation

Recommending Approval:

Name of Head of Office
Position/Place of Assignment

1st Indorsement
(Date of Indorsement)

Respectfully forwarded to the Commissioner of Internal Revenue thru: The Chief, Personnel Division, the herein request of **NAME, POSITION/RANK AND PLACE OF ASSIGNMENT** for permission to travel abroad on **DESTINATION AND DURATION OF TRAVEL** for necessary action.

Assistant Commissioner/Chief of Staff/Regional Director
Place of Assignment

BUREAU OF INTERNAL REVENUE
RECEIVED
DEC 11 2024
ADMIN UNIT - 3
BY: *[Signature]* 8.10

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA)S.S

AFFIDAVIT

I, **[FIRST NAME MI. SURNAME]**, a Filipino citizen of legal age, residing at [address], after being duly sworn in accordance with law, do hereby depose and state:

- 1. I am currently employed as an [Position Title] at the Department of Finance (DOF), specifically assigned to the [Office].
- 2. I have requested permission to undertake a personal trip to [Country] from [DD to DD Month YYYY].
- 3. I affirm that the estimated cost of my personal travel, amounting to [PhpXX,XXX], will be fully covered by my personal funds, thereby involving no expenditure from government funds.
- 4. I am executing this Affidavit to fulfill one of the requirements for obtaining the appropriate Travel Authority and for any other lawful purposes it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, in Manila, Philippines.

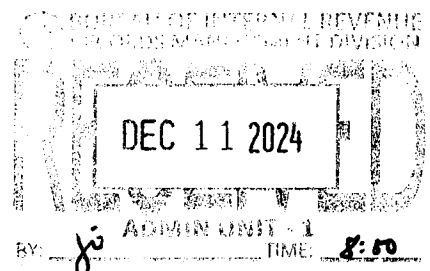
[FIRST NAME MIDDLE NAME SURNAME]

Affiant

SUBSCRIBE AND SWORN to before me this _____ day of _____ in Manila City, Philippines, The Affiant exhibited has presented to me his/her **[valid ID]** with no. **[XXX]** as proof of identification.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____





Bringing In Revenues
for Nation-building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

Annex D-1



BAGONG PILIPINAS

REVENUE DELEGATION AUTHORITY ORDER NO. _____

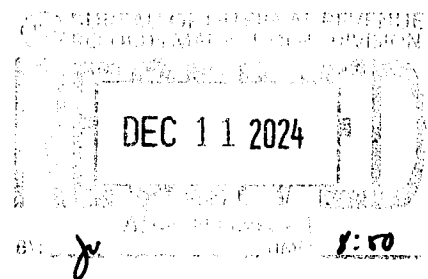
In view of the approved leave of **(First Name, Middle Initial, Last Name)**, **(Designation)**, **(Place of Assignment)** from **(period of travel)**, and in order not to disrupt the operation of **(Place of Assignment of requesting official)**, as the exigencies of the service so require, the following documents shall be signed by **(Frist Name, Middle Initial, Last Name of Designated Official)**, **(Designation)**, **(Place of Assignment)**:

- 1.
- 2.
- 3.
-

(Name of Designated Official) is also authorized to perform other act/s as are or may be necessary and indispensable in the speedy collection of internal revenue taxes.

This Order shall take effect on **(first day of the travel period)** and shall be automatically revoked upon the return of **(Name of applying official)** for official duty.

ROMEO D. LUMAGUI, JR.
Commissioner of Internal Revenue



Memo Format Specs: Main Text: Calibri, 13 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex D-2

[three spaces from start of document]

MEMORANDUM

FOR : [FIRST NAME M.I. SURNAME]
Secretary of Finance

THRU : [FIRST NAME M.I. SURNAME]
[Position], PDMSG

FROM : Name of Applicant [FIRST NAME M.I. SURNAME]
[Position, Office]

SUBJECT : Request for Approval: Travel Authority to [Venue] on [DD to DD Month YYYY]

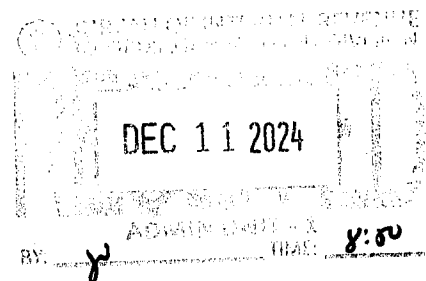
DATE : [DD Month YYYY]

- 1. Action Requested.** This is to respectfully request for the Secretary's approval of the official travel of the abovesigned to [Country] on [DD to DD Month YYYY] (exclusive of travel time) to attend the [workshop/ seminar/ meeting/ event]:
- 2. Background.** [Provide justification for the need to travel and the corresponding expenses that will be chargeable to the government and those that will be sponsored, if applicable]
- 3. Recommendation.** Foregoing considered, the attached Request for Travel Authority (RTA) Form is submitted for the Secretary's approval.

For the Secretary's approval. Thank you.

APPROVED / DISAPPROVED:

[NAME OF SECRETARY]
Secretary of Finance





Bringing In Revenues
for Nation-building
MEMORANDUM

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE



ANNEX D-3

TO : (First Name M.I. Surname of delegated official)
(Position/Designation)
(Place of Assignment)

FROM : (First Name M.I. Surname of Official applying for PPTA)
(Position/Designation)
(Place of Assignment)

SUBJECT : Request for Approval of Delegation of Officer-in-Charge due to
Personal Travel Abroad to (Country to visit) from (period of travel)

Date : DD / MM / YYYY

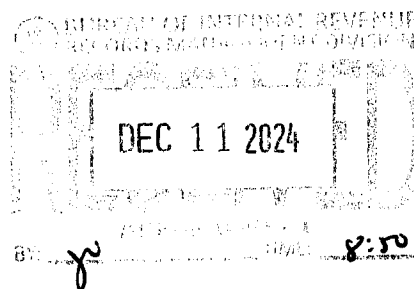
In view of the personal travel abroad of Mr./Ms. (First Name M.I. Surname of official applying for PPTA), (Position/Designation), assigned at (Place of Assignment), Mr./Ms. (First Name, M.I. Surname of delegated official), (Position/Designation), assigned at (Place of Assignment), is hereby designated as **Officer-in-Charge, (Place of Assignment of official applying for PPTA)** as such, he/she is authorized to perform acts as may be necessary in the ordinary course of operations of the office.

This Memorandum shall take effect on the said period and shall be automatically revoked upon the return Mr./Ms. (Last name of official applying for PPTA) as (Position/Designation of official applying for PPTA).

All concerned shall be guided accordingly.

APPROVED / DISAPPROVED:

Concerned Assistant Commissioner/Regional Director





Bringing In Revenues
for Nation-building

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

Annex E-1



BAGONG PILIPINAS

MEMORANDUM

Control No. _____

FOR : Deputy Commissioner
Resource Management Group

SUBJECT : Request for permission/authority to travel for
(Name or Requesting Personnel)

DATE : _____

NAME :

POSITION/DESIGNATION :

PLACE OF ASSIGNMENT :

DESTINATION :

DURATION :

PURPOSE :

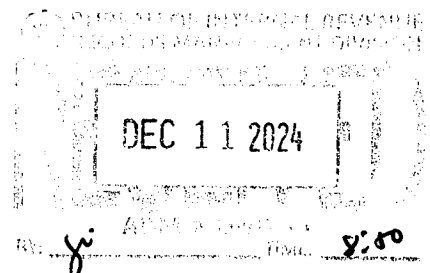
FUNDS TO BE PROVIDED BY :

APPROXIMATE TOTAL EXPENSES:

RECOMMENDING APPROVAL:

(Deputy Commissioner Concerned)
Place of Assignment

P-1





Bringing In Revenues
for Nation-building

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

Annex E-2



BAGONG PILIPINAS

MEMORANDUM

Control No. _____

FOR : Deputy Commissioner
Resource Management Group

SUBJECT : Request for permission/authority to travel for
(Name or Requesting Personnel)

DATE : _____

NAME :

POSITION/DESIGNATION :

PLACE OF ASSIGNMENT :

DESTINATION :

DURATION :

PURPOSE :

FUNDS TO BE PROVIDED BY :

APPROXIMATE TOTAL EXPENSES:

RECOMMENDING APPROVAL:

(Deputy Commissioner Concerned)
Place of Assignment

(Deputy Commissioner)
Resource Management Group

P-1

BUREAU OF INTERNAL REVENUE
RECORDS MANAGEMENT DIVISION
DEC 11 2024
BY: *fw* TIME: 8:50



Bringing In Revenues
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Republic of the Philippines
Department of Finance
Bureau of Internal Revenue
Quezon City



Annex F

REQUEST FOR TRAVEL AUTHORITY (RTA)			
Name			
Position/Designation		Salary Grade	
Office Agency			
GFI/GOCC Board Resolution, if applicable		<input type="checkbox"/> Approved	
Activity Organized/ Sponsored By (please check)			
<input type="checkbox"/> National Government		<input type="checkbox"/> Private Organization	
<input type="checkbox"/> Foreign Government; International Government; International Government Organization		<input checked="" type="checkbox"/> Not Applicable: Personal Travel	
<input type="checkbox"/> Private Organization through their Government to the Philippine Government			
Nature of Travel		<input type="checkbox"/> Official Travel	
		<input checked="" type="checkbox"/> Personal Travel	
Period Covered		From:	To:
<input type="checkbox"/> Inclusive of Travel Time		<input type="checkbox"/> Exclusive of Travel Time	
Destination (City/ies & Country/ies)			
Purpose of Travel			
Travel Expenses (check applicable entitlements for Official Travel, subject to accounting and auditing rules and regulations)			
Particulars	GOP (specify)	Sponsor (specify)	Self Funded
1. Pre-Departure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> No government expense shall be incurred in connection with the requested personal travel.
2. Clothing Allowance	<input type="checkbox"/>	<input type="checkbox"/>	
3. Airfare (economy/business)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Daily Subsistence Allowance (DSA) (indicate area)			
a. Accommodation (UNDP/actual)	<input type="checkbox"/>	<input type="checkbox"/>	
b. Meals	<input type="checkbox"/>	<input type="checkbox"/>	
c. Incidental	<input type="checkbox"/>	<input type="checkbox"/>	
5. Travel Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
6. Tuition/Registration Fee	<input type="checkbox"/>	<input type="checkbox"/>	
7. Others:	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Other Conditions/Remarks (indicate legend)			
Foreign Travels Within the Last 12 months (Attach Separate List if More Than Three [3] Travels)			
TA No. / Particulars	Country/ies	Date/s	Nature
ENDORSED BY			
Commissioner of Internal Revenue/Deputy Commissioner-RMG			
CERTIFICATION OF FUNDS AVAILABLE (FOR GOP FUNDING ONLY)			
BUDGET DIVISION/OFFICE		ACCOUNTING DIVISION/OFFICE	

BIR National Office Bldg., Senator Miriam Defensor-Santiago Avenue, Diliman, Quezon City

Website: www.bir.gov.ph

Trunkline: 8981-7000 ; 8929-7676



Bringing In Revenues
for Nation-building



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

National Office Building
Quezon City



Annex G

BAGONG PILIPINAS

AUTHORITY TO TRAVEL			
Travel Authority No. _____			
Name			
Position and Salary Grade			
Agency/Office			
If from a GOCC		<input type="checkbox"/> Board Resolution/Endorsement from Head of Agency	
Activity Organized/Sponsored by (please check)		<input type="checkbox"/> National Government <input type="checkbox"/> Foreign Government or International Government or International Government Organization <input type="checkbox"/> Private Organization through their Government to the Phil. Government <input type="checkbox"/> Private Organization	
Period Covered		From: (dd/mm/yy)	To: (dd/mm/yy)
Nature of Travel		<input type="checkbox"/> Official Travel	<input checked="" type="checkbox"/> Personal Travel
Purpose of Travel			
Destination (City & Country)			
Expenses (subject to the usual accounting and auditing rules and regulation)		<input type="checkbox"/> GOP	<input type="checkbox"/> Sponsor
			<input checked="" type="checkbox"/> Self
1. Pre-Departure 2. Clothing Allowance 3. Airfare 4. Daily Subsistence Allowance 5. Accommodation 6. Meals 7. Travel Tax 8. Travel Insurance 9. PCR Test 10. Visa Fee 11. Tuition/Registration Fee 12. Others			
Travels within the last 24 months		Destination	Duration
		-	-
		-	-
		-	-
Post-travel reportorial requirements (if applicable)			
Approved by:			
Commissioner of Internal Revenue/Secretary of the Department of Finance			

DEC 11 2024



Bringing In Revenues
for Nation-building



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
National Office Building
Quezon City



Annex H

BAGONG PILIPINAS

Date: _____

Commissioner of Internal Revenue
BIR, National Office Building
Diliman, Quezon City

Dear Sir,

This is in connection with the letter dated _____ of **Mr/Ms.** _____, (Position/Item), (SG), assigned at (Place of Assignment), (National Office/Regional Office), this Bureau, requesting that his/her application for permit to travel abroad to (Destination) from (Duration of Approved Travel) which was previously approved by your Office be cancelled. (please see attached).

It is hereby recommended the above-named request be given due course.

Thank you.

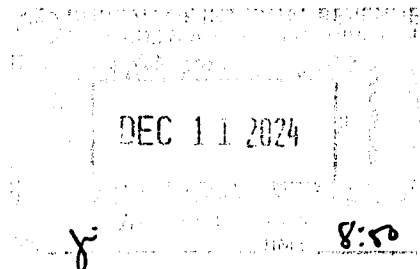
Very truly yours,

Deputy Commissioner
Resource Management Group

APPROVED/DISAPPROVED

Commissioner of Internal Revenue

Date Approved: _____





Bringing In Revenues
for Nation-building

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
National Office Building
Quezon City



BAGONG PILIPINAS

Annex I

Date: _____

Secretary of Finance
Department of Finance
Roxas Boulevard corner Pablo Ocampo, Sr., Street
Manila 1004

Dear Sir/Madam,

This is in connection with the letter dated _____ of
Mr/Ms. _____, (Position/Item), (SG), assigned at (Place of
Assignment), (National Office/Regional Office), this Bureau, requesting that his/her
application for permit to travel abroad to (Destination) from (Duration of Approved Travel)
which was previously approved by your Office be cancelled. (please see attached).

It is hereby recommended the above-named request be given due course.

Thank you.

Very truly yours,

Commissioner of Internal Revenue

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