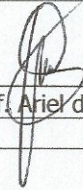


Policy No:	ADM-POL-COMP-0004
Policy Title:	Travel, Communication and Representation Expenses
Implementation Procedure:	ACA-PROC-COMP-0001 Budget Preparation Procedure
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Comptrollership
"Supersedes" Notification:	
Purpose of Policy:	This policy details the specific provisions on travel, communication and representation expenses in the Colegio.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Colegio provides an allocation of Php 500 per month to Directors for errand expenses. Errand expenses include • The Colegio provides a monthly allocation of Php 500 to every local telephone line issued to a department. • Direct lines are given a monthly allocation of Php 2,500 per line. • Priest directors are given a monthly allocation of Php 1,500 for a mobile phone line. • Representation expenses are used for entertaining guests with official business to the Colegio. • The amount of representation expense for each department and division heads are as follows <ul style="list-style-type: none"> • Rector and President – Php 10,000 • Vice President and Division Heads – Php 7,000 • Academic Heads – Php 3,000 • Department Directors – Php 2,000
Applicability:	All Department Heads
Policy Approval Authority:	Comptroller
Related Policies or References	
Definition:	
Approved by	 _____ Asst. Prof. Ariel de las Alas
Date of Approval	

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