ANNEX “B”

For Undersecretaries, Assistant Secretaries, Directors, and Officials of Equivalent Ranks, and other Government Personnel, Requesting Entitlement to Additional Travel Expenses and Allowances:

(1) Invitations and/or notices of meetings;
(2) Confirmation of the dates of meetings/conferences/conventions;
(3) Administrative arrangements;
(4) Itemized statement of travel expenses and allowances, and their chargeability;
(5) Flight itineraries;
(6) Schedule of activities;
(7) Justifications for entitlement to hotel allowances based on actual rates (those in excess of the UNDP DSA rates intended for accommodations), airfares on business class (for Undersecretaries and Assistant Secretaries, and officials of equivalent ranks), and non-commutable representation allowances, which should not exceed Five Hundred US Dollars (US$500.00) for Undersecretaries and those of equivalent ranks, and Three Hundred US Dollars (US$300.00) for Assistant Secretaries and those of equivalent ranks;
(8) Certified true copies of Travel Authorities and/or Assignment Orders issued by their respective heads of departments/agencies; and
(9) List of members of Philippine Delegations (whenever applicable)