



OFFICE OF THE UNIVERSITY PRESIDENT

MEMORANDUM
OP-5004-MEMO-2019-06-090

TO : All Campus Executive Officers

SUBJECT : University Guidelines on Travels Implementing Executive Order No. 77

DATE : June 7, 2019

**UNIVERSITY GUIDELINES ON TRAVELS IMPLEMENTING
EXECUTIVE ORDER No. 77**

Section 1:

All provisions of Executive Order No. 77 insofar as they apply to State Universities and Colleges are integral to these university guidelines.

Section 2:

Local and foreign travels shall be allowed only under any of the following circumstances:

1. The travel is necessitated by the office, position or designation one occupies;
2. The travel is pursuant to a memorandum of agreement, a contract or a linkage either approved by the Board of Regents or entered into in conformity with existing rules and regulations;
3. The travel contributes directly to any of the university's operations and services.

In all other cases, local travels shall be allowed only upon recommendation by the Vice-President concerned and approval of the University President.

Section 3:

Persons providing services as consultants or contracts of service may be allowed to travel at university expense, provided that: such travel is directly necessary for operations and functions, that no university employee has the competence, skill or familiarity with which to accomplish the purpose of the trip and provided finally that the contracting party disclose, divulge and disseminate the results of the trip only as directed by the University President or his or her direct supervisor.

Section 4:

Besides complying with Section 2, applicants for foreign travels shall:

1. Shoulder costs of passport and obtainment of the necessary visa(s), travel insurance, medical insurance and all other incidences of travel, unless the Executive Committee decides to extend some assistance to the applicant;
2. Present a program of travel that must include the description of the travel, the inviting agency, body, group or entity, establish the legitimacy of such a linkage and declare the projected outcome, result and benefit of such a travel;
3. Confine the travel to fifteen (15) days or less, unless a longer time is allowed by the Board of Regents;
4. Obtain the consent of the Board of Regents.

Section 5:

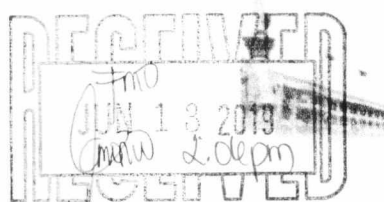
Local and foreign travels by employees of the university who go on leaves shall be allowed provided that:

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1. Instruction is not interrupted or impaired;
2. Classes are not in session in case of teachers, or that there is no evaluation, accreditation, review or activity that demands the active participation of the employee concerned;
3. The university incurs no expense at all as a result of such a travel.

Section 6:

Local travels of the University President need no authority from anyone when such travel is pursuant to the duties and functions of a university president.

Local travels of Vice-Presidents and Campus Executive Officers shall be approved by the University President.

In all other cases, the following shall apply:

1. When the travel is within the municipality or the immediate vicinity of the campus or within the Province of Cagayan, the Travel Order should be issued by the Campus Executive Officer.
2. When the travel is to Manila or to other provinces or cities and the travel period does not exceed the period of five (5) days, the Travel Order may be issued by the Campus Executive Officer, furnishing a copy of the Travel Order to the Vice-President for Administration and Finance.
3. When the travel is to Manila or to any other province or city and the travel period exceeds a period of five (5) days exclusive of Saturdays and Sundays, the Campus Executive Officer endorses to the University President the request for a Travel Order and the President or, by her authority, the Vice-President for Administration and Finance shall issue the Travel Order.
4. Travels by all Campus Executive Officers and all administrative officials of Central Administration are to be approved by the University President or by her authority alone.
5. Insofar as persons under contracts of service are concerned, when sent on travel for university purpose or university business, their expenses are to be duly reimbursed provided that they are authorized by the appropriate Memorandum of the Vice-President concerned. CEOs are not authorized to send contract-providers without clearance from Central Administration.

Section 7:

The following shall not be allowed to go on foreign travel.

1. Those under disciplinary or administrative investigation and whatever stage of the investigation;
2. Those who have gone on a foreign trip not more than sixty (60) days before the application for another foreign trip;
3. Those who have not completed their assigned tasks, projects, researches or whose who have not submitted their deliverable output;



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4. Those not recommended for travel by their superiors, provided that the reason for such adverse position is clear, convincing and fair.

Section 8:

That one has received authority to travel does not entitle any person, designated official or employee, to the use of a university vehicle. The use of university vehicles shall be limited to:

1. The President
2. The Vice-Presidents
3. Campus Executive Officers

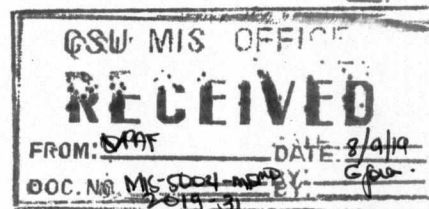
Other employees or designated officials may make use of university vehicles only when the use of such a vehicle is more economical for the university.

When a university vehicle is used, the official concerned shall not receive the amount set forth in Executive Order No. 77 allocated for transportation. Other amounts incidental to travel however provided for in the same Executive Order shall be granted.

URDUJAH A. TEJADA
President

For the University President:

FR. RANHILIO C. AQUINO, SJD
Vice President for Admin and Finance
OIC, Office of the University President



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