

January 18, 2011

To : All Faculty Members Concerned



From: Dr. Ma. Jesusa M. Marco  
Associate Vice Chancellor for Research and Learning

Re : Reimbursement of Expenses for Longevity and Research Incentives

---

I am pleased to inform you of the **revised** guidelines with regard acceptable receipts/ invoices for reimbursement of expenses for longevity and research incentives.

1. Allowed research expenses for reimbursement and acceptable supporting documents are the following:

Allowed Expenses	Acceptable Receipts	Remarks
1.1.Food	Official receipt for representation, fieldwork, and meetings	Maximum of 25% of total amount of reimbursement
1.2.Transportation	Official receipts for gasoline, bus tickets, toll fees, parking tickets, domestic & international travel	For international travel, official receipt is required if purchased through travel agency. If through online purchase, the ticket/printout will suffice. For partial support given by the university for international travel, the portion of the receipt shouldered by the faculty is acceptable for reimbursement.
1.3.Communication	Official receipt for internet access and telephone (landline & mobile)	Maximum of 20% of total amount of reimbursement. Statement of Accounts with machine validation as proof of payment are also acceptable .
1.4.Accomodation	Official receipt for lodging	For international accommodation booked on line, print out will suffice
1.5.Supplies & materials	Official receipt for supplies, reproduction and books	
1.6.Equipment	Official receipt for purchase of laptop, desk top computer and accessories, printer, cell phone, camera	

2. The total reimbursement should be a combination of the above mentioned allowed expenses except for major purchases of equipment and international travel where the official receipt is sufficient to cover the total amount of reimbursement.
3. Receipts should be issued in the name of "DLSU" or "DLSU c/o the faculty member". Receipts issued in the name of the faculty member are not allowed

except for purchase of plane tickets , telephone and accommodation payments or when it is necessary that the official receipt be issued in the name of the faculty.

4. The official receipts should be original, BIR registered and with no alteration. Any alteration should be countersigned by the seller or service provider.
5. The official receipt should contain the following information:
  - 5.1. Name of establishment
  - 5.2. Business address
  - 5.3. Taxpayer Identification Number (TIN)
  - 5.4. Printer's authority to print/BIR permit number
  - 5.5. Date of transaction
  - 5.6. Quantity
  - 5.7. Unit Cost
  - 5.8. Description of merchandise or nature of service

Note: For meals, receipts with no information on the quantity and units cost are acceptable.
6. The date of official receipts should be from June 1 up to March 15 for the longevity reimbursements and up to April 15 for research incentives.
7. Cash Invoices, tapes and receipts from BIR registered Cash Registers are acceptable.
8. A receipt can only be used ONCE for reimbursement. For the portion of receipt on international travel that was shouldered by the faculty, kindly secure a certified true copy of the receipt from Finance and Accounting Office if the portion of receipt with partial support was already presented for reimbursement and paid by Accounting Office. If the partial support was given by an institution outside of DLSU (ex. Science Foundation), the portion shouldered by the faculty will be acceptable for reimbursement if the original receipt will be submitted and retained in the possession of Finance & Accounting Office.
9. Kindly paste the receipts on long bond paper and group them according to kind of expenses. At the bottom of each sheet, please indicate the page number and the total amount of receipts on every page.
10. Fill out the Summary of Expenses and securely bind this with the receipts. Please use the attached format for uniformity.
11. Submit the receipts with the summary of expenses together with the following:
  - 11.1. Copy of research paper
  - 11.2. Application and Endorsement Form
  - 11.3. Approved Payment Requisition Slip –Kindly indicate the amount to be reimbursed. For Purpose/Remarks, write “reimbursement of research expenses”.

The AVCREL office will soon be sending the usual application and endorsement form to those qualified for longevity reimbursement. For qualified RI recipients, the form is downloadable.

Please be guided accordingly. Thank You.