1. **Purpose:**

To provide the prescribed steps on accounting procedures and documentary requirements in the liquidation of travel cash advances in order to ensure more efficient and effective internal control over cash advance utilization and liquidation.

1. **Scope:**

This procedure covers the entire activities to be followed in the liquidation of cash advances for local travel as well as foreign travel of Accountable Employees within the prescribed periods as required by law.

1. **Associated Documents:**
   1. COA Circular no.2015-007 dated Oct. 22, 2015 entitled “Prescribing the Government Accounting Manual for Use of All National Government Agencies’
   2. DepEd Order No.60, s.2016 titled” Implementation of the Financial Management Operations Manual and Orientation of DepEd Financial Management Staff at the Regional, Division and School Levels”
2. **Terms and Definitions:**

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| TERMS | DEFINITIONS |
| Liquidation Report (LR) | shall be used to liquidate cash advances for travel and related expenses by the employees/ officers concerned of the agency/ entity |
| List of Due and Demandable Accounts Payable- Advice to Debit Account (LDDAP-ADA) | an accountable form as an authorization issued by the NGA/OU to MDS-GSB instructing the bank to debit a specified amount from its available NCA to pay the creditors/payees listed in the upper portion of the LDDAP-ADA |
| Disbursement | all cash paid during a given period in cash or by check/ Advice to Debit Account (ADA) |
| Journal Entry Voucher (JEV) | this form shall be used to record all transactions of the NGAs, whether cash receipts, cash disbursements or non-cash transactions. Accounting journal entries shall be reflected therein and it shall serve as the basis for recording in the books of accounts |
| Supporting Documents (SDs) | documents to be attached per checklist pertaining to Liquidation of Travel Cash Advances |

1. **Procedure**

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| **FLOWCHART** | **RESPONSIBLE** | **DETAILS** | **INTERFACE DOCUMENT** |
| Checks completeness of Liquidation Reports (LR) and supporting documents (SDs) per checklist | ADAS | Checks the completeness of Liquidation Report (LR) and supporting documents per checklist pertaining to travel cash advances from the Accountable officer within the prescribed period.  **Local Travel**- within 30 days upon  return  **Foreign Travel**- within 60 days upon return | Checklist  LR  Supporting documents |
| Complete Documents? s?  NO  YES | ADAS | If incomplete, not to receive but returns immediately the set of LR documents to Accountable employee to complete SDs based on checklist.  If LR and SDs are complete, receives and records the same to the logbook and forwards to Accountant II for further evaluation. | Checklist  LR  Supporting documents  Logbook |
| Receives not and returns immediately the documents for completion | ADAS | Set of LR documents is not accepted but returned immediately to Accountable officer to complete the supporting documents based on the checklist. | Checklist  LR  Supporting documents |
| A  Evaluates Liquidation Reports (LR) with complete supporting documents (SDs) | Accountant III | Evaluates LR and complete supporting documents (SDs) based on checklist relative to liquidation of travel cash advances | LR  Supporting documents |
| A  Complete Documents?  YES  NO | Accountant III | If incomplete, returns the set of documents to Accountable employee for compliance.  Note that once the deficiencies in the pre-audited documents are complied by the accountable employee and returned to Accounting Unit, such will be prioritized in checking for final review by the Accountant III.  Once the LR and its supporting documents are complete, affixes initial in the LR and forwards to Accountant III for final review. | LR  Supporting documents |
| Returns documents with deficiency to Accountable employee for compliance | Accountant III | Returns documents with deficiency to the employee concerned for immediate compliance. | LR  Supporting documents  Logbook |
| Reviews and certifies the Liquidation Report | Accountant III | Reviews and certifies the propriety of supporting documents of Liquidation Report. Forwards the said documents to Releasing employee. | LR  Supporting documents |
| Complete Documents?  NO  YES | Accountant III | If incomplete, returns the set of documents to Accountable employee for compliance.  Note that once the deficiencies in the pre-audited documents are complied by the accountable employee and returned to Accounting Unit, such will be prioritized in checking for final review by the Accountant III.  Once the LR and its supporting documents are complete, affixes initial in the LR and forwards to Accountant III for final review. | LR  Supporting documents |
| B Returns documents with deficiency to Accountable employee for compliance | ADAS | Returns documents with deficiency to the employee concerned for immediate compliance. | LR  Supporting documents  Logbook |
| B  Provides the employee concerned a certified copy of the Liquidation Report | ADAS | Assigns LR reference number and date of liquidation to signed/certified LRs.  Provides the employee concerned a signed/certified copy of the LR, photocopy of itinerary of cash advance and itinerary of actual travel.  The excess cash advance shall be refunded immediately. The employee concerned shall secure Order of Payment (OP) from the accounting unit and pay the refundable amount to the cashier. An Official Receipt (OR) shall be issued by the cashier to acknowledge receipt thereof. The accountable employee submits a photocopy of the OR to Accounting unit which shall be attached to the signed LR.  In case the amount of CA is less than the actual expenses incurred, a DV and ORS shall be prepared by the employee concerned to claim reimbursement for the deficiency in amount. | LR  Supporting documents  Logbook |
| Prepares Journal Entry Voucher (JEV) | ADAS | Prepares the JEV to record the liquidation of travel cash advance. Signs in the “Prepared by” portion. | JEV  LR  Supporting documents  Official Receipt |
| Reviews and Signs JEV | Accountant III | Reviews the correctness of the journal entries and signs on “Certified Correct by” portion of the JEV. | JEV  LR  Supporting documents  Official Receipt |