



1.0 PURPOSE

The purpose of this procedure is to provide guidelines on the effective implementation of services of Sea and Air Transportation Unit regarding the processing of travel documents. ✓

2.0 SCOPE

The scope of this procedures covers:

- 2.1 Prepares Travel Tax Exemption Endorsement ✓
- 2.2 Prepares Waiver of Airport Terminal Endorsement
- 2.3 Gathering Airline Quotation ✓
- 2.4 Preparation of Travel Documents for Domestic and International trips
- 2.5 Purchases domestic and international airline tickets through Airline ticketing office and with the assistance of PSC recognized travel agencies ✓

3.0 DEFINITION OF TERMS

- 3.1 **PHILIPPINE OLYMPIC COMMITTEE (POC)** – serves as the umbrella organization of all National Sports Associations in the Philippines
- 3.2 **NATIONAL SPORTS ASSOCIATION (NSA)** – association that is autonomous in character and exercises technical control over the promotion and development of the particular sports for which they are organized.
- 3.3 **TRAVEL TAX EXEMPTION CERTIFICATE (TEC)** – certificate noting exemption from travel taxes granted to certain individual/groups
- 3.4 **TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)** – agency responsible for implementing policies and programs of the Department of Tourism pertaining to development, promotion, and supervision of tourism projects in the Philippines.
- 3.5 **MANILA INTERNATIONAL AIRPORT AUTHORITY (MIAA)** – government agency responsible for management of Ninoy Aquino International Airport
- 3.6 **INTERNATIONAL PASSENGER SERVICE CHARGE (IPSC)** – Service tax charged by the Philippine Government for all passengers travelling internationally from Manila-Ninoy Aquino International Airport.
- 3.7 **PR** – Purchase Request
- 3.8 **BR** – Board Resolution
- 3.9 **E-TICKET** – Electronic Ticket
- 3.10 **NSAAO** – National Sports Associations Affairs Office
- 3.11 **T.O** – Travel Order
- 3.12 **IT** – Itinerary of Travel
- 3.13 **TC** – Travel Completed


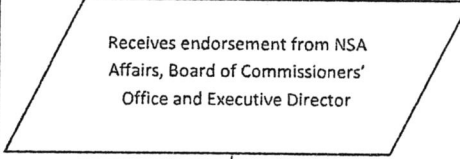
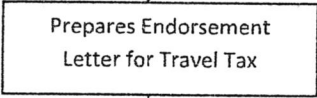
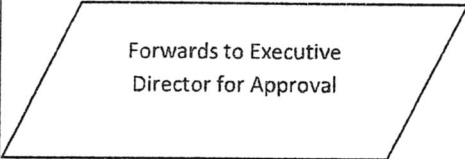
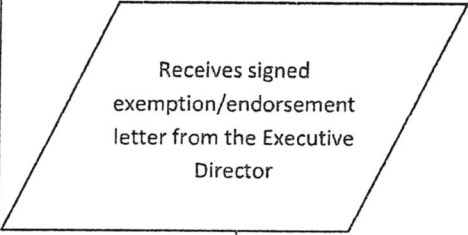
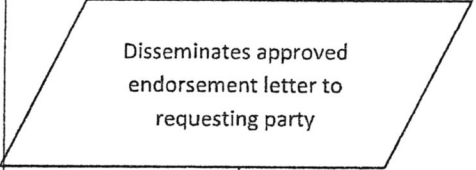

4.0 REFERENCE DOCUMENTS

- 4.1. Board Resolution
- 4.2. Travel Order
- 4.3. Passport
- 4.4. Event Invitation
- 4.5. Exemption Request



5.0 PROCESS FLOW

5.1.1 Processing of Travel Tax Exemption – NSA

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff		<p>NSAAO</p> <ul style="list-style-type: none"> -Action Slip -Letter request from President or Secretary General of the NSA -Invitation from the host country -Delegation list including the names and position of the participating athletes, coaches, trainers and technical officials -Passport copy (6 months validity prior departure)
Travel Head/Staff		
Travel Head/Staff		<ul style="list-style-type: none"> -Communication letter Per TIEZA documentary requirement for travel tax exemption
Travel Staff		<ul style="list-style-type: none"> -Action Slip -Travel Order -Travel tax exemption letter
Travel Staff		<ul style="list-style-type: none"> -Approved Travel Tax exemption letter
Travel Staff		<ul style="list-style-type: none"> -Logbook
		



5.1.2 Processing of Travel Tax Exemption – PSC OFFICIAL(S) / PERSONNEL

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff	<p>START</p> <p>↓</p> <p>Receives endorsement from Board of Commissioners' Office and Executive Director</p>	<ul style="list-style-type: none"> -Action Slip -Invitation/Request letter -Approved Request -Passport copy (6 months validity prior departure)
Travel Head/Staff	<p>↓</p> <p>Prepares Endorsement Letter for Travel Tax</p>	<ul style="list-style-type: none"> - Communication letter Per TIEZA documentary requirement for travel tax exemption
Travel Staff	<p>↓</p> <p>Forwards to Executive Director for Approval</p>	<ul style="list-style-type: none"> -Action Slip -Travel Order -Travel tax exemption letter
Travel Staff	<p>↓</p> <p>Receives signed endorsement/exemption letter from the Executive Director</p>	<ul style="list-style-type: none"> -Approved Travel Tax exemption letter
Travel Staff	<p>↓</p> <p>Applies exemption and claims travel exemption certificate (TEC)</p>	<ul style="list-style-type: none"> -Travel Tax exemption certificate
Travel Staff	<p>↓</p> <p>Disseminates travel exemption certificate (TEC) to concerned personnel, travel agencies and airline ticketing office</p> <p>END</p>	<ul style="list-style-type: none"> -Logbook



5.2.1 Processing of Waiver of Airport Terminal Fee - NSA

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff	<p>START</p> <p>Receives endorsement from NSA Affairs, Board of Commissioners' Office and Executive Director</p>	<p>NSAAO</p> <ul style="list-style-type: none"> -Action Slip -Letter request from President or Secretary General of the NSA -Invitation from the host country -Delegation list including the names and position of the participating athletes, coaches, trainers and technical officials -Flight details
Travel Head/Staff	<p>Prepares Endorsement Letter for Waiver of Airport Terminal Fee</p>	<ul style="list-style-type: none"> -Communication letter/ Memorandum of Agreement (MIAA) with MIAA
Travel Staff	<p>Forwards to Executive Director for Approval</p>	<ul style="list-style-type: none"> -Action Slip -Travel Order -Airport Exemption letter -Authorization letter
Travel Staff	<p>Receives signed endorsement/exemption letter from the Executive Director</p>	<ul style="list-style-type: none"> -Approved Airport Exemption letter
Travel Staff	<p>Submits approved endorsement/exemption Letter to MIAA</p>	<ul style="list-style-type: none"> -Approved Airport Exemption request letter -Invitation
Travel Staff	<p>Disseminates approved authorization letter to requesting party for claiming of International Passenger Service Charge (IPSC) Exemption Certificate's</p> <p>END</p>	<ul style="list-style-type: none"> -Logbook


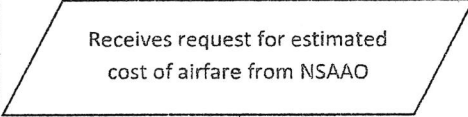
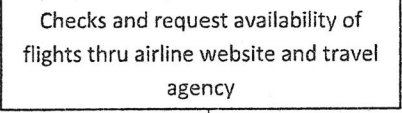
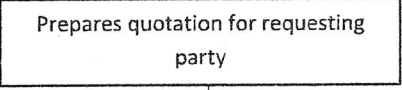
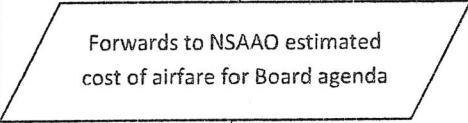
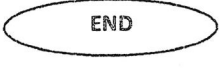


5.2.2 Processing of Waiver of Airport Terminal Fee – PSC OFFICIAL(S) / PERSONNEL

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff	<p>START</p> <p>↓</p> <p>Receives endorsement from Board of Commissioners' Office and Executive Director</p>	<ul style="list-style-type: none"> -Action Slip -Invitation/Request letter -Approved Request -Flight details
Travel Head/Staff	<p>↓</p> <p>Prepares Endorsement Letter for Waiver of Airport Terminal Fee</p>	<ul style="list-style-type: none"> -Communication letter/Memorandum of Agreement (MIAA) with MIAA
Travel Staff	<p>↓</p> <p>Forwards to Executive Director for Approval</p>	<ul style="list-style-type: none"> -Action Slip -Travel Order -Airport Exemption letter -Authorization letter
Travel Staff	<p>↓</p> <p>Receives signed endorsement/exemption letter from the Executive Director</p>	<ul style="list-style-type: none"> -Approved Airport Exemption letter
Travel Staff	<p>↓</p> <p>Submits approved endorsement/exemption Letter to MIAA</p>	<ul style="list-style-type: none"> -Approved Airport Exemption request letter -Invitation
Travel Staff	<p>↓</p> <p>Claims International Passenger Service Charge (IPSC) Exemption Certificate's</p>	<ul style="list-style-type: none"> - Passenger Service Charge (IPSC) Exemption Certificate's
Travel Staff	<p>↓</p> <p>Disseminates International Passenger Service Charge (IPSC) Exemption Certificate's to concerned party and Travel agency</p> <p>END</p>	<ul style="list-style-type: none"> -Logbook



5.3 Gathering Airline Quotation

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff		
		<ul style="list-style-type: none"> -Action Slip -Purchase Request -NSA request for Financial Assistance -Invitation from the organizer
Travel Head, Travel Staff		<ul style="list-style-type: none"> -Online cost/rate -Email quotation from travel agency
Travel Staff		<ul style="list-style-type: none"> -Action Slip -Quotation
Travel Staff		<ul style="list-style-type: none"> -Logbook/receiving copy
		



5.4 Preparation of Travel Documents for Domestic and International trips

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff		<ul style="list-style-type: none"> -Action Slip -Board Resolution/Approved request (for PSC personnel) -Delegation list with passport name(s), designation and actual date of departure and arrival -*invitation from the organizer (for PSC personnel) -Copy of airline ticket
Travel Head, Travel Staff		<ul style="list-style-type: none"> -Travel documents
Travel Staff		<ul style="list-style-type: none"> -Action Slip -Travel documents
Travel Staff		<ul style="list-style-type: none"> -Logbook
Travel Staff		<ul style="list-style-type: none"> -Logbook



5.5 Purchasing of Domestic and International Airline Tickets through Travel Agency and Airline Ticketing Office

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff	<p>START</p> <p>Receives approved request for booking of tickets</p>	<p>NSAAO/Executive Director/Board of Commissioners</p> <ul style="list-style-type: none"> -Action Slip -Board Resolution -Purchase request -Approved lineup -Passport copy (6 months validity prior departure)
Travel Head/Staff	<p>Checks availability of flight and estimated cost of airfare tickets from the following:</p> <ul style="list-style-type: none"> -Online booking (booking engine) -Airline websites -Travel Agencies 	<p>-Online cost/rate</p>
Travel Staff	<p>Determines lowest airfare quotation or rate</p>	<p>-Quotation</p>
Travel Staff	<p>Budget and flight availability (direct flight)</p> <p>YES</p> <p>NO</p> <p>Proceeds to airline ticketing office for issuance of airline tickets</p> <p>Request booking from lowest travel agency</p>	<p>-Flight details</p>
Travel Staff	<p>Submits Travel tax exemption certificate (TEC) & Issuance of Airline tickets</p>	<p>-Travel tax exemption certificate</p> <p>-E-Tickets</p>
Travel Staff	<p>Dessiminates airline tickets to passengers, NSA, Officials, athletes and coaches and concerned PSC Officials and employees</p> <p>END</p>	<p>-Logbook</p> <p>-Thru email</p>



5.6 Processing of Reimbursement of Airfare arranged by Travel Unit through Travel Agency (NSA)

RESPONSIBLE	FLOW CHART	REFERENCE
Travel Staff		<ul style="list-style-type: none"> -Approved Request Letter/Board Resolution -List of approved line up
Travel Head, Travel Staff		<ul style="list-style-type: none"> -Travel Order -Itinerary of Travel & Travel Completed
Travel Staff		<ul style="list-style-type: none"> -Action Slip -Travel Order -Itinerary of Travel & Travel Completed -Approved request/Board Resolution
Travel Staff		<ul style="list-style-type: none"> -Approved Travel Order, Itinerary of travel, Travel Completed
Travel Staff		<ul style="list-style-type: none"> -Request letter for reimbursement -Statement of Accounts -Official Receipt -Purchase Request -Copy of Ticket -3 Quotations -Boarding Pass -Certification of Participation/Appearance/Picture -Terminal report -Notarized Contract (between end-user & agency)
Travel Staff		<ul style="list-style-type: none"> -For Payment

6.0 PROCEDURE

6.1 Processing of Travel Tax Exemption and Waiver

- 6.1.1 Receives endorsement from NSA Affairs, Board of Commissioners' Office and Executive Director
- 6.1.2 Prepares Endorsement Letter for Travel Tax
- 6.1.3 Forwards to Executive Director for Approval
- 6.1.4 Receives signed endorsement/exemption letter from Executive Director
- 6.1.5 Disseminates approved endorsement/exemption letter to requesting party
- 6.1.6 Applies travel tax exemption to TIEZA

**6.2 Processing of Waiver of Airport Terminal Fee**

- 6.2.1 Receives endorsement from NSA Affairs, Board of Commissioners' Office and Executive Director
- 6.2.2 Prepares Endorsement Letter for Waiver of Airport Terminal Fee
- 6.2.3 Forwards to Executive Director for Approval
- 6.2.4 Receives signed endorsement/exemption letter from Executive Director
- 6.2.5 Submits Approved Endorsement/exemption Letter to MIAA
- 6.2.6 Disseminates approved authorization letter to requesting party

6.3 Gathering Airline Quotation

- 6.3.1 Receives request for estimated cost of airfare from NSAAO
- 6.3.2 Checks and request availability of flights thru airline website and travel agency
- 6.3.3 Prepares quotation for requesting party
- 6.3.4 Forwards to NSAAO estimated cost of airfare for Board agenda

6.4 Preparation of Travel Documents for Domestic and International trips

- 6.4.1 Receives endorsement from the NSAAO, Executive Director and Board of Commissioners
- 6.4.2 Prepares Travel Documents (Travel Order/Travel Authority, Itinerary of Travel and Travel Completed)
- 6.4.3 Forwards to Executive Director for Approval
- 6.4.4 Receives signed Travel documents from the Chairman's Office and Executive Director
- 6.4.5 Scans travel documents and forwards the same to concerned party and offices for processing

6.5 Purchasing of Domestic and International Airline tickets through Travel Agency and Airline ticketing office

- 6.5.1 Receives approved request for booking of tickets
- 6.5.2 Checks availability of flight and estimated cost of airline tickets
- 6.5.3 Determines lowest airfare quotation and rate
- 6.5.4 Budget and flight availability (direct flight)
- 6.5.5 Submits Travel tax exemption certificate (TEC) and Issuance of Airline tickets
- 6.5.6 Disseminates airline tickets to passengers, NSA, Officials, Athletes and Coaches and concerned PSC Officials and Employees


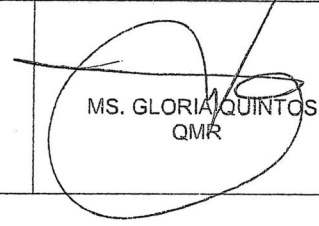
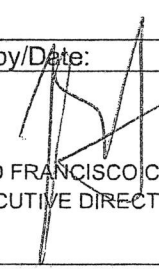
6.6 Processing of Reimbursement of Airfare arranged by Travel Unit through Travel Agency

- 6.6.1 Receives approved request/approved board resolution from NSA's
- 6.6.2 Prepares Travel documents (TO, IT & TC)
- 6.6.3 Forwards to Executive Director for Approval
- 6.6.4 Receives signed travel documents (TO, IT & TC)
- 6.6.5 Collation of documents receives from various NSA's and Travel Agency
- 6.6.6 Endorsement to AFMS for processing of payment of airfare



7.0 FORMS ATTACHED

- 7.1 Travel Order
- 7.2 Itinerary of Travel
- 7.3 Travel Completed
- 7.4 Rebooking/Cancellation Forms
- 7.5 Checklist of Requirements of Airticket

Prepared by/Date:	Reviewed by/Date	Approved by/Date:
 MARIA MATEA LINCO HEAD, SEA AND AIR TRANSPORTATION UNIT	 MS. GLORIA QUINTOS QMR	 DIR. PAULO FRANCISCO C. TATAD EXECUTIVE DIRECTOR