

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

24 October 2014

MEMORANDUM

TO : REGIONAL SCOUT DIRECTORS

SUBJECT : **AMENDMENT TO UNNUMBERED MEMORANDUM DATED 18 SEPTEMBER 2014
RE TRAVEL ORDER AND ITINERARY OF TRAVEL (TO/IT)**

Effective immediately, **the deadline of at least fifteen (15) days before the expected date of travel** as contained in unnumbered memorandum dated 30 August 2013 shall be observed for travels that are in the **approved National Calendar of Scouting Events/Activities** for the year.

For travels that are not included in the approved National Calendar of Scouting Events/Activities as a result of revision/adjustment or for emergency meetings, the **Regional Scout Directors (RSDs) shall be required to email/fax to the National Office an advance notice/information of the same (through the Office of the Director for Administration) as soon as the revision/adjustment has been made or the emergency meeting has been set.** The corresponding TO/IT should then be submitted to the National Office **within three (3) days after completion of the travel**, otherwise, said travel/s shall be disapproved and will be considered unofficial and the corresponding expenses incurred will be disallowed and will be for your own account.

For your guidance and strict compliance.



WENDEL E. AVISADO
SVP and Acting Secretary General

Copy furnished:

Office of the President
Office of the SVP and Acting Secretary General
Director, Administration and Finance
Director, Field Operations
Director, Economic Enterprise Division
Internal Auditor
COA Resident Auditor
Personnel concerned
201 File