

**BOY SCOUTS OF THE PHILIPPINES**  
**National Office**  
Manila

04 June 2014

**MEMORANDUM**

**TO :** To All BSP Officials and Employees

**SUBJECT :** GUIDELINES ON THE UTILIZATION OF DEBIT CARD FOR BOOKING OF FLIGHTS FOR LOCAL AND INTERNATIONAL TRAVEL

In line with the cost cutting measures being instituted by management particularly on the purchase of air tickets for BSP Officials and employees in their official travel locally and abroad, the purchase of air tickets On-Line for local and international travel is hereby authorized and shall be guided by the following procedures:

1. The Land Bank of the Philippines (LBP) Debit Card for the purchase of air ticket On-Line for BSP officials and employees in their official travel shall be in the possession of the Cashier and Special Disbursing Officer, Ms. Elsita A. Calamba;
2. Requesting parties must secure, accomplish and submit to the Cashier a Booking Request Form for Flights which must be supported by an approved Purchase Request, Travel Order or Authority to Travel and Itinerary of Travel at least three (3) days before the date of actual travel. The cut-off time for booking request shall be 4:30 p.m. Requests from the regional offices shall be coursed through the Office of the Secretary General;
3. The Requesting Party shall be responsible for booking the flight at the designated computer terminal located at the Finance Office. Upon completion of the needed data, the Cashier shall be the one to authorize the transaction by keying in the required Security Code and PIN using the LBP Debit Card in her possession. The Cashier shall change the PIN at least every three months;
4. Prompt Liquidation must be done by those who availed of the booking with the following documents to be submitted two (2) days after completion of the travel:
  - a) *Boarding Pass*
  - b) *Certificate of Appearance*

This requirement is for the liquidation of the plane ticket only;

5. No additional e-tickets shall be provided to the personnel with an existing cash advance;
6. A policy of "NO APPROVED PURCHASE ORDER, TRAVEL ORDER/AUTHORITY TO TRAVEL AND ITINERARY OF TRAVEL, NO E-TICKET" shall be strictly implemented.

For the information and guidance of all concerned.

**WENDEL E. AVISADO**  
**SVP and Acting Secretary General**

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