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# FINANCE ORIENTATION

(Updated 01.17.2024)



# Role of Finance

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- ▶ In charge of the financial records, day to day services related to the inflows and outflows of resources and oversight of the financial health.
- ▶ Responsible for managing the systems of internal control and providing support to all staff in order to comply with laws, regulations, ethical standards and internal procedures.



# Institutionalize and Promote

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- ▶ Honesty
- ▶ Transparency
- ▶ Fairness



# Dealing with Accounting Records

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BIR and external audits require submission of original documents (Revenue Regulations (RR) No. 17-2013) - Dealing with the “Preservation of Books of Accounts and Other Accounting Records”

Original documents should be sent via courier to the office. Courier cost will be covered by ZFF substantiated by official receipt





POLICIES ON CASH ADVANCE  
and LIQUIDATION



# Cash Advance

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## Checklist of Documentary Requirement:

- Duly approved and signed **Travel Assignment Order** with *flight details and accurate Budget Code*
- Duly approved Cash Advance Estimated Expense Summary
- Breakdown (meals, taxi, mileage, meeting cost)
- Meeting Cost (number of expected participants and purpose)

**Timeline of submission:** Six (6) working days prior to travel.

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# Cash Advance

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## Reminder:

- **Lodging, Vehicle rental and Training Supplies** should be paid through ZFF (send bill arrangement) and **will not form part of staff Cash Advance or liquidation**
- **For Cash Advance with Lodging, Vehicle rental and Training supplies,** please justify and request approval of Director
- For meeting cost above Php2,500, attach approved justification.



# Cash Advance

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## Preparation of TAO

- TAO should be dated prior to the activity date



{Date}

{Name of staff/person authorized to travel}

{Designation}

TRAVEL ASSIGNMENT ORDER

You are hereby authorized to travel on official business for the following:





# Taxi fare

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## Upon filing of Cash Advance:

Per way	Amount
One	Php 300

## Note:

- Upon filing of Liquidation, Actual amount based on Official receipt (Grab is preferred)



# Bus fare

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## Upon filing of Cash Advance:

Amount	No. of KM
Php 10	First 4 kms
Additional Php 3	Succeeding kms

## Note:

- Upon filing of Liquidation, Actual amount based on Bus Official receipt/ticket
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# Meal Allowance

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**Official business functions or fieldwork:**

WORK RENDERED	UNIT	ALLOWANCE	MEAL COVERED
6:01 a.m. to 12:00 noon	1	P250	Breakfast
12:01 p.m. to 6:00 p.m.	1	P250	Lunch
6:01 p.m. to 10:00 p.m.	1	P250	Dinner



# Cash Advance

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## Compliance:

- Submission of original liquidation documents (ex. Official Receipts) prior to processing of new Cash Advance
- In case that the documents are in transit, new Cash Advance will be processed subject to the submission of the following:
  - Liquidation summary
  - Scan copy of OR's
  - Proof of return of excess cash
  - Transmittal receipt (courier receipt)



# BIR Revenue Regulation on Documentation Requirements

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Dear Wes,

Please check if the items paid in cash would qualify as a reimbursement as provided below:

SECTION 2.78.1. Withholding of Income Tax on Compensation Income. —

(A) Compensation Income Defined. — In general, the term "compensation" means all remuneration for services performed by an employee for his employer under an employer-employee relationship, unless specifically excluded by the Code.

Xxx

(6) Fixed or variable transportation, representation and other allowances —

Xxx

(b) Any amount paid specifically, either as advances or reimbursements for travelling, representation and other bonafide ordinary and necessary expenses incurred or reasonably expected to be incurred by the employee in the performance of his duties are not compensation subject to withholding, if the following conditions are satisfied:

- (i) It is for ordinary and necessary travelling and representation or entertainment expenses paid or incurred by the employee in the pursuit of the trade, business or profession; and
- (ii) The employee is required to account/liquidate for the expenses in accordance with the specific requirements of substantiation for each category of expenses pursuant to Sec. 34 of the Code. The excess of advances made over actual expenses shall constitute taxable income if such amount is not returned to the employer. **Reasonable amounts of reimbursements/advances for travelling and entertainment expenses which are pre-computed on a daily basis and are paid to an employee while he is on an assignment or duty need not be subject to the requirements of substantiation and to withholding.**

Regards,  
Dane

Daniel Angelo V. Mendoza  
Senior Associate

ROMULO MABANTA BUENAVENTURA  
SAYOC & DE LOS ANGELES  
21st Floor, Philamlife Tower



# Liquidation


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## Checklist of Documentary Requirement:

- Duly approved and signed updated **Travel Assignment Order** with *flight details and accurate Budget Codes (if there is amendment)*
- Liquidation Report summary
- Official receipts or Sales Invoice (Under the name of Zuellig Family Foundation)
- Petty Cash form as per Sec.237 NIRC
- RER form 2 (for meals, mileage and specific expenses with regular fare)
- Proof of return of excess cash or proof of deposit/Bank transfer
- *Other needed documents (depending on the type of expense)*

**Timeline of submission:** Within five (5) working days from last day of travel.

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# Submission of ORs to Finance

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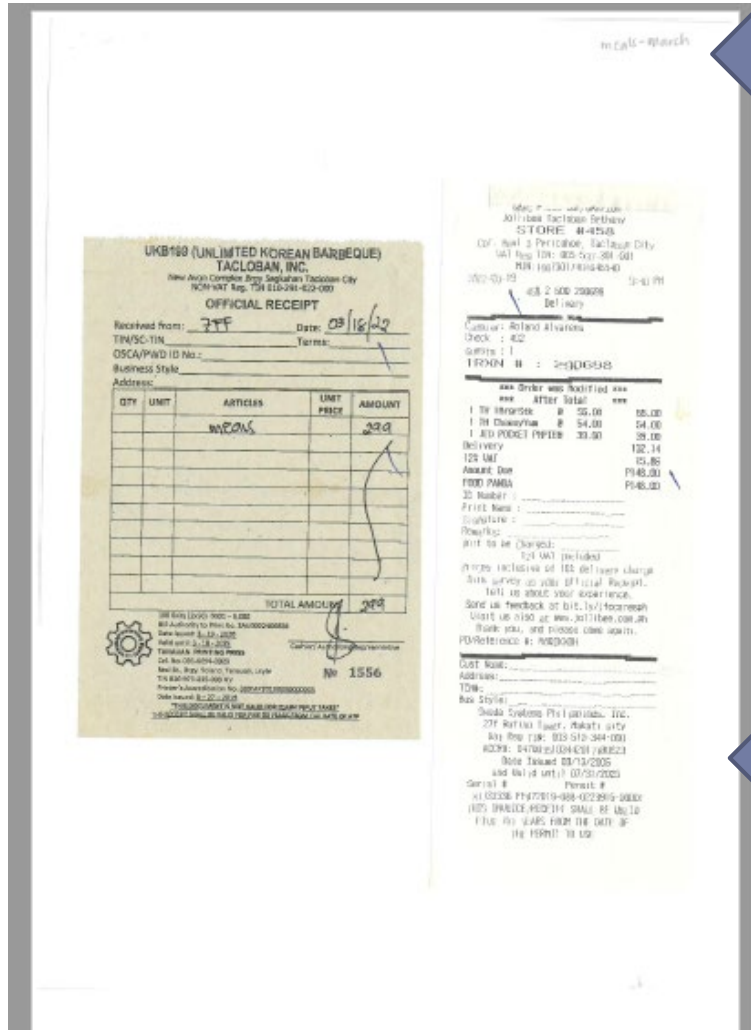
## Guidelines:

- Attach on a bond paper the ORs. (*Note: Please avoid using glue for attaching ORs*).
- Arrange according to expense type (ex. Meals and Transportation) and put the date of activity.
- Ensure sending of scan copies of documents to assigned Finance Asst. per unit and copy furnish Finance Associate prior to sending of hardcopies to Finance.
- Address the documents to the assigned Finance Asst. per unit and ensure indication of Zuellig Family Foundation on the transmittal.



# Submission of ORs to Finance

ATTACHMENT OF ORs



Dated and with Type of Expense:  
"March-Meals"

ORs are arranged and tape on a bond paper



# Submission of ORs to Finance

## E-MAIL

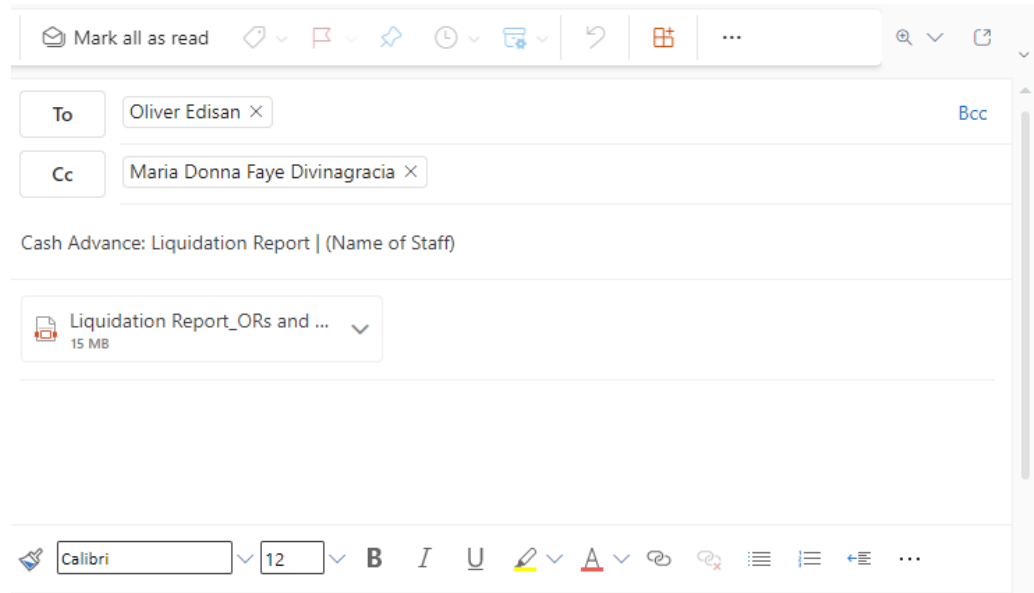
Sample: Assigned Finance  
Asst. (TCI unit)



Sample: Assigned Finance  
Assoc. (TCI unit)



Scan copies of documents



# Finance Unit Assignments (Liquidation)

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Unit/s	Finance Assistant	Finance Associate/Expert
LHS, IPHSDP, ZFFI, HRIMSA, CorpCom	Cathyrain Ramirez	Reynan Balisacan
KGJF,S&P, Nutrition Portfolio,PD,BAP	Kristine Damaso	Jannela Galias
TCI	Oliver Edisan Wellmar Cabanilla	Maria Donna Faye Divinagracia
UNFPA	Cathyrain Ramirez	Ivy De Leon

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# Submission of ORs to Finance

## TRANSMITTAL (LBC)

Sample: Assigned Finance  
Asst. (UNFPA)



ZFF name and address



Sample: Name of Sender  
(Staff)



127144583337

Accepted After Cut-off  
THIS SERVES AS AN OFFICIAL RECEIPT  
MIN : 21041409481348234  
Serial No : PC1EZ76P  
Official Receipt No : BUL0110000136815  
Accounting Copy

**LBC EXPRESS, INC.**  
Gotiadera St., Zone 4, Bulan, Sorsogon  
Tel. No : (63) - 056 411742 VAT TIN : 000-702-140-00100

CONSIGNEE  
**RAMIREZ, CATHYRAIN**  
And or/ care of /  
ZUELLIG FAMILY FOUNDATION-KM14 WEST SERVICE  
E ROAD COR. EDISON AVENUE SUN VALLEY  
SUN VALLEY  
PARANAQUE CITY, METRO MANILA  
Contact No.(s) : 9497949128

**DE LEON, IVY**  
.....  
MANAGANAGA  
BULAN, SORSOGON  
Contact No.(s) : 9999955086 / 9999955086  
Email :  
TIN : Bus. Style :  
Said to Contain: DOCUMENTS ONLY

**Courier N-Pouch Regular**  
Origin : SLA-BUL01-BULAN  
Tran. Date : 01/17/2023 11:07:03 AM  
Delivery Date : 01/20/2023 - 01/21/2023  
Area Dest. : METRO MANILA  
Tran. Type : Delivery  
Cut-Off : 09:00 AM  
Actual Wt (Kg) : 0.00

VATable(Freight) : 107.14  
Supplies Fee : ( 00)  
VAT-Exempt : 0.00  
VAT Zero-Rated : 0.00  
10AM Pickup Fee : 0.00  
Total Sales : 107.14  
12% VAT : 12.86  
Amount Due : 120.00  
Discount : 0.00  
Mode : CASH

RAZEL GERALDINO  
Signature of Associate

DE LEON, IVY  
Signature of Shipper

SHIPPER WARRANTS THAT THE SHIPMENT HAS NO CASH INSIDE CLAIMS OF CARGO ARE LIMITED UP TO THE DECLARED VALUE ONLY.  
Serial No : BUL010000000001 to BUL0109999999999 BIR Final PTUS FPM42021-126-0  
Date Issued: 06/26/2015



# RER Form 2

- It is used for transportation expenses using Public Transportation without ORs (LRT, MRT or Jeep)
- It is used to show itemized meal claims
- It is used to indicate details for mileage claims.



## REIMBURSEMENT EXPENSE RECEIPT- Form 2

Date	From	To	Mode of Transportation	Other Expenses	Brief Explanation	Amount
<b>TOTAL</b>						-

Prepared and Received by:

Approved by:

(Signature over printed name)

(Signature over printed name)



# Liquidation

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## Liquidation Checking Timeline

Day	Activity
Day 1	Receiving of Liquidation and Excess cash, if any; log to online tracking
Day 2-7	Checking by Book keeper
Day 8-10	Review and Approval of Finance Associate [or returns for clarifications, incomplete attachments, lacking approvals, as applicable]
Day 11-13	Validation of Finance Manager
Day 14-19	Routing for signatories
Day 20	Payment for excess or closure of CA for those with returned excess cash

**[assumption-complete and correct documents]**

**not including returns and needed replies**

***Note: Routing days depends on availability of signatories.***



# Taxi fare

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## Upon filing of Liquidation:

- Actual amount based on Official receipt

## Documentary Requirement:

- Taxi
  - Thermal receipt with readable amount and date
  - Written receipt under "Zuellig Family Foundation/ZFF"
- Online Car Services e.g Grab/MC Taxi
  - E-receipt with complete details and point to point destination



# Bus fare

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## Upon filing of Liquidation:

- Actual amount based on Official receipt/ticket

## Documentary Requirement:

- Bus Official receipt/ticket
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# Meal Allowance

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**Official business functions or fieldwork:**

WORK RENDERED	UNIT	ALLOWANCE	MEAL COVERED
6:01 a.m. to 12:00 noon	1	P250	Breakfast
12:01 p.m. to 6:00 p.m.	1	P250	Lunch
6:01 p.m. to 10:00 p.m.	1	P250	Dinner





# Meal Allowance

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## Additional:

TRAVEL TIME	UNIT	ALLOWANCE	MEAL COVERED
2:01 a.m. to 6:00 a.m.	1	P250	Early Breakfast
10:01 p.m. to 2:00 a.m.	1	P250	Late Dinner

In instances when the staff is on **overnight travel, early or late departure and arrival of flights** *due to work exigencies*.

*\*Duly approved by Manager/Director*

*\*Indicate time of travel in RER 2 to verify claim if meals.*

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# Meal Allowance

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## Documentary Requirement:

- RER form 2 duly approved by immediate supervisor substantiated with the ff.:
  - Official receipts (under the name of Zuellig Family Foundation), dated during travel period
  - Petty Cash Expense Form for meals below Php100.00 duly signed by vendor, dated during travel period
  - Grocery receipts, dated one week before travel up to end date
- For Staff EB and LD claims, please provide additional disclosure of travel time in RER 2.



# Additional Option for Substantiation per Sec. 237 NIRC

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**For Meal expenses without ORs (Below Php100.00):**

Petty Cash Expense [for Meals below P100]	
Date: _____	
Transportation [Please indicate time] _____	Amount: _____
Time: _____	Location: _____
	[Barangay, Municipality/City]
Purpose/Activity: _____	
Received by: _____	
	[Signature of Seller/Vendor]

This form will be used if the eatery/food establishment cannot provide OR. The amount should not exceed P99 per transaction.

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# Substantiation Rules for Meals [February 2019]

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- ▶ With reference to Section 34 of National Internal Revenue Code (NIRC) on substantiation requirements, ZFF staff is required to submit official receipt for all meal allowances reimbursement or liquidation while on a Travel Advisory Order or on official business function.
- ▶ 2.1 Meal allowance official receipt, as intended for its purpose, may include but not limited to the following:
  - ▶ (1) Official receipt of pre-planned grocery food items intended to be consumed while on official business function or on Travel Advisory Order.
  - ▶ (2) Restaurants, eatery, and other food establishment official receipts where staff utilized his or her meal allowance.



# Meal Allowance

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## Exception:

- When meals are provided by the hotels (complimentary breakfast).
- When meals are provided during training where ZFF or ZFF partner covers for the meal.



# Taxi & Special Trips (Tricycle, Pedicab, Habal)

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## Documentary Requirement upon filing of liquidation:

- Actual amount based on Official receipt (Grab is preferred)
- If no OR, please make use of the **Petty Cash Expense Form for transportation below Php100.00** duly signed by driver



# Additional Option for Substantiation per Sec. 237 NIRC

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**For Transportation expenses without ORs (Below Php 100.00):**

Petty Cash Expense [for Transportation below P100]	
Date: _____	
Transportation [Please indicate time] _____	Amount: _____
Time: _____	Location: _____
	[Barangay, Municipality/City]
Purpose/Activity: _____	
Received by: _____	
	[Signature of Seller/Vendor]

This form will be used if a special trip has been made and the driver cannot issue official receipt. The amount should not exceed P100 per transaction.

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# Vehicle Lent by Partners

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Expense	Allowable Amount	Form
Gas/Fuel	1500.00/day	Official receipt
Honoraria	500.00/day	<b>Service Contract to Driver</b>





# Gasoline Reimbursement

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## Allowable rate:

- Php34 per km. maximum of 50km. Per Way
- If travel exceeded 50km., may claim maximum of Php1700

## Documentary Requirement:

- RER form 2 duly approved by immediate supervisor
- In RER form 2, the **plate number, make and model** of the personal car should be disclosed. (*Using the example of a Nissan Altima, Nissan is the make, while Altima is the model.*)
- Distance calculator
- Official receipts, with dates within the month up to 1 week after end date.



# Gasoline Reimbursement

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## Reminder:

- This provisional increase in rates due to increase in fuel price. Maximum claim is 100km roundtrip as long as the staff is onboard the vehicle.
- For travel of more than 50km one way, staff is advised to avail of the vehicle rental




# Meeting Cost

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## Allowable rate:

- Php 250 per pax

## Condition:

- Availled by foundation staff.
  - The event must be for fostering relations with those outside the foundation.
  - The Representation Expense is an appreciation meal of a protocol nature,(i.e., where the meal or other event is not incident to a training, conference, meeting, and cannot be funded with regular program funds).
  - Not for online meeting.
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# Meeting Cost


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## Documentary Requirement:

- Official receipt
- Original suppliers' sales/cash invoice
- Approved attendance sheet with signature

Tip paid to restaurant waiters may be reimbursed only when the bill **Does Not** include a service charge. **Maximum allowable tip is 10%.**  
**This must be clearly stated or indicated in the OR.**

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# Laundry Expense

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## Based on Actual receipt

### Documentary Requirement:

- Official receipt – under “Zuellig Family Foundation”

### Condition:

May be charged or reimbursed subject to presentation of receipts and **ONLY** if the travel exceeds **SEVEN** days

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**OTHER EXPENSES INCURRED  
DURING TRAVEL BUT NOT PART  
OF CASH ADVANCE AND  
LIQUIDATION**

**BIR regulation to withheld taxes and comply with  
SEC Anti Money Laundering and Anti Terrorism**

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# Lodging: Booked through ZFF

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Managers, Associates, and Non-Supervisory Staff/Assistants can reimburse actual costs of lodging, **not exceeding Php2,500.00 per day.**

Charges for lodging, shall be limited to the following items, as applicable:

- (a) Overnight sleeping facilities;
- (b) Personal use of room and bath during daytime;
- (c) Use of Towels and toiletries;
- (d) Telephone access fee; and
- (e) Service charges for fans, radios, televisions, air conditioning in rooms.



# Lodging: Booked through ZFF

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Lodging expenses of Managers, Associates, and Non-Supervisory Staff/Assistants assigned to an out-of-town project may be reimbursed subject to the following **conditions**:

- Staff **does not have** an established residence in the area where the project is located;
- If the project area **is located more than fifty (50) kilometers** from the established residence area; and,
- The project assignment **does not exceed six (6) months**.





# Lodging: Booked through ZFF

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## Documentary Requirement:

- Official Receipt *under the name of Zuellig Family Foundation, Inc.*
- Guest folio
- Photocopy of ID
- Outside NCR residence that needs lodging, prepare TAO.

**Note:** For STAFF's lodging during travel, it is advisable to booked it and have ZFF pay for the cost.



# Driver's Meal and Lodging: through ZFF

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Allowable Amount	Documentary Requirement:
700.00 per night	Official receipt Guest folio TAO

Starting 2024, Driver's meal and lodging are part of the vehicle rental cost.



## Vehicle Rental (VAN, Boat, etc.): Booked through ZFF

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Inclusive	Travel time	No. of KM	Amount
Driver's fee, fuel, toll fee, meals and lodging	Within 10 hours	First 200 kms.	Php6,010
		Per every additional 100 kms	Additional Php500
	In excess of 10 hrs travel		Additional Php300



# Vehicle Rental (VAN, Boat, etc.): Booked through ZFF

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## Documentary Requirement:

- *Duly approved Service Contract* (duly signed by the driver, with full disclosure of contact details). Please indicate activity and place of origin to destination.
- Official receipt
- Copy of Driver's License
- Approved RFP and PO

## Reminder:

- a. Booking of vehicles should reflect [i] at least two (2) passenger staff, or [ii] if the staff is travelling for security purposes, or [iii] if the staff has training materials with them
  - b. In the event that the none of the 3 first conditions is satisfied, a request for exemption from the minimum number of passengers approved by the Admin Manager will be required.
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# Airfare

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<b>Airline</b>	<b>No. of days</b>	<b>Processed by:</b>
Philippine Airlines	10 working days prior to departure	Booking: SSP Payment: Rona Pesimo-Finance
Cebu Pacific	10 working days prior to departure	Booking: SSP Payment: Rona Pesimo-Finance
<b>Travel Agency</b>	<b>No. of days</b>	<b>Booked by:</b>
Linaheim	Less than 10 days	Booking: SSP Payment: Rona Pesimo-Finance

Staff needs to submit to SSP duly approved TAO with flight details.

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# Airfare

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## **Rebooking or Cancellation of flights:**

- Seek approval from director with endorsement from your immediate supervisor stating the reason.

## **Rebooking/cancellation of flights due to mistake/error committed by staff and for personal reasons:**

- Chargeable to staff's personal account.
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# Airfare

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Area	Amount
Luzon	P5,500
Visayas	P7,000
Mindanao	P7,500

\*\* For budget purposes.

## Documentary Requirement:

- Actual plane tickets
  - Official receipts
  - Duly approved Travel Assignment Order
  - Approved RFP and PO
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# POLICIES ON TRAINING

December 1, 2014  
(Updated Version)



# ZFF Sponsored Activities

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In ZFF paid activities for DOH, ZFF will cover the DOH participants' **food, accommodation** and **plane fare** to and from the agreed upon location or city.

**All incidental costs** (local transportation) and **per diem** of DOH participants **will be covered by the DOH regional office.**

In charge of booking- ZFF c/o Gilmer Cariaga

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# Training Rates

Maximum Meal Rates per Person				
Island	AM Snack	Lunch	PM Snack	Dinner
MM/Luzon	P275	P660	P275	P660
Visayas	P150	P350	P150	P350
Mindanao	P200	P650	P200	P650

Maximum Room Rates		
Island	On twin sharing	Single Room
Metro Manila	P 3,500	P 1,750
Luzon	P 3,500	P 1,750
Visayas	P 3,000	P 1,500
Mindanao	P 3,000	P 1,500

- Booking cost shall be based on twin sharing standard.
- Exemptions on twin sharing booking are Local Chief Executives (**Mayors and Governors**).
- If staff ought to bring their family/relatives/ such cost will be incurred by staff.

# Manner of Payment for Training and Venue Accommodation

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- **HOTEL**
  - MAJOR TRAININGS with Venue Request
    - 50% Down payment – c/o Admin
    - **Purchase Order** created by Admin
    - **Venue Recommendation**
    - **Memo**
    - **Contract from Supplier**
    - **Canvass Summary with 3 Quotations**



# Manner of Payment for Training and Venue Accommodation

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## Full Payment

- Billing/SOA from supplier
- Certificate of conduct of activity
- Approved Attendance sheet

## Incidental Payment

- Variance Analysis
  - Billing/SOA from supplier
  - Guest folio of incidental only
  - Order slip/Receipt of incidental only
  - Certificate of conduct of activity
  - Approved Attendance sheet
- 



# PROFESSIONAL FEE

December 1, 2014  
(Updated Version)

# Rates for Resource Persons

**With provision of P2,000 preparation fee**

University Degree and Years of Experience	Maximum Rate per Unit of effort (up to 8 hours per day)	
	Trainer, Researcher, Coach or Technical Input	Facilitator or Moderator
<b>Advanced university degree (MBA, MPH, MPA, MA or Ph.D) in related field + More than 15 years of relevant work experience</b>	PhP10,000 per day or PhP5,000 per half day	PhP5,000 per day or PhP2,500 per half day
<b>University Degree (AB or BS) in related field + 2 years of postgraduate education + 8 – 15 years of relevant work experience</b>	PhP8,000 per day or PhP4,000 per half day	PhP4,000 per day or PhP2,000 per half day
<b>University Degree (AB or BS) in related field + 3 – 7 years of relevant work experience</b>	PhP5,000 per day or PhP2,500 per half day	PhP2,000 per day or PhP1,000 per half day



# Rates for Documenter and Secretariat

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University Degree and Years of Experience	Rate per day of effort	
	Documenter	Secretariat
<b>University Degree (AB or BS) in related field, training in related field and ability to perform the required job + minimum of 7 years work experience</b>	PhP1,600 per day	PhP 800 per day
<b>University Degree (AB or BS) in related field, training in related field and ability to perform the required job + minimum of 3 years work experience</b>	PhP1,000 per day	PhP 500 per day



# RP's Local Transportation Reimbursement

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Location	2-way Local Transportation Reimbursement
Metro Manila	Seven Hundred Pesos (P700)
Cities Outside of Metro Manila	Five Hundred Pesos (P500)
Elsewhere	Three Hundred Pesos (P300)

ZFF shall provide the Resource Person a Local Transportation Reimbursement based on the location of his residence in relation to the training or workshop venue





# DOCUMENTATION REQUIREMENTS

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- **Purchase Order** created by Admin
- **RFP**
- **Billing Statement with Billing Number**
- **Certificate of Acceptance** (stating that the deliverables were submitted to ZFF) approved by the Manager in charge
- **Contract** - Type of contract depending on the amount (please see Admin Policy)
- **Output** – provided by consultant, base on listed output in Contract
- **E-mail confirmation/acceptance** from consultant



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# **PETTY CASH TRANSACTIONS**

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# **PETTY CASH TRANSACTIONS**

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## **For OS reimbursement below 2500**

- These are small purchases which do not need to be canvassed. Can be paid directly below 2,500.
- This excludes internet reimbursement.
- Internet reimbursements will be process thru check (applicable of whtax)



# Staff Reimbursements (Below 2500)

## DOCUMENTATION REQUIREMENTS

- **Reimbursement form** approved by immediate supervisor
- **Post paid:** Billing statement, proof of payment, and official Receipt
- **Prepaid:** Original copy of Official Receipt “under the name of **Zuellig Family Foundation**”
- **Courier expenses** are reimbursable subject to the provision of courier Original copy of Official Receipt.
- **Transportation** reimbursements below 2500, please use reimbursement report, duly approved and with original receipts. Please use RER if inclusive of Mileage and Meals.

Processing time: 15 days, with assumption that everything is correct, complete and original documents have been submitted (excluding inquiries, return and replies)



# AMENDED COMMUNICATIONS REIMBURSEMENT POLICY | JANUARY 1, 2022

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## MOBILE (COMMUNICATION)

Ceiling of P1,200 per month utilization of prepaid or postpaid network service plans with the following features:

- Unlimited call and text to all networks
- With 5 to 8GB of data

**Staff can choose to use one or two network providers within the allowed ceiling**



# AMENDED COMMUNICATIONS REIMBURSEMENT POLICY | JANUARY 1, 2022

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## INTERNET

- Staff who are allowed and permitted to work-from-home are provided with P800 per month cap on internet reimbursements..
- Staff may be reimbursed for P50.00 a day, good for 500MB worth of data. Following conditions shall apply:
  - a. Venue and location have no available wifi access
  - b. There is a need for internet connection which is substantiated via internet load substantiation form
  - c. An official receipt must be attached when claiming, following the reimbursement policy



# Reimbursement Form-Finance

**For Communication  
Reimbursements, transpo  
and meal (reimbursed  
separately from  
liquidation) below 2,500**



## REIMBURSEMENT FORM

No:

PLEASE PAY \_\_\_\_\_ DATE \_\_\_\_\_

AMOUNT OF \_\_\_\_\_

\_\_\_\_\_ (PHP \_\_\_\_\_ )

DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COST CENTER:** Finance, BARMHealth Internal, BARMHealth External, CorpComm, HRIMSA, Institute, KGJF 3, LHS, Nutrition Portfolio, TCI Internal, TCI External, Strategy and Partnership, UNFPA

BUDGET CODE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

RECEIVED BY \_\_\_\_\_



# Communication Reimbursements Guidelines

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COMMUNICATION/INTERNET - PAID THROUGH PAYROLL ACCOUNT	
COMMUNICATION *P1,200.00 Max	
PREPAID	Written receipt - should be under "Zuellig Family Foundation", dated on or before month of claim
	Thermal receipt - please make sure to photocopy, dated on or before month of claim
POST PAID	Statement of Account - Month of claim should be base on billing period (e.g January 11-February 10, 2023 - for the month of January)
	<i>If Account is not under the Staff, Address reflected in SOA should be same with staff address</i>
	Proof of payment - dated later than the date reflected in "Previous Bill Adjustment & Payment"
	<i>Not allowed to claim: Subscriptions such as Netflix, Device, Gadget Care and Additional charges in Applications.</i>
INTERNET *P800.00 Max	
For staff with RTO amount of internet is 40/Day, with RER of WFH dates	
PREPAID	Written receipt - should be under "Zuellig Family Foundation", dated on or before month of claim
	Thermal receipt - please make sure to photocopy
	*receipts dated last week of the month may claim for the next month, depends on the staff
POST PAID	Statement of Account - Month of claim should be base on billing period (e.g January 11-February 10, 2023 - for the month of January)
	<i>If Account is not under the Staff, Address reflected in SOA should be same with staff address</i>
	Proof of payment - dated later than the date reflected in "Previous Bill Adjustment & Payment"





# Communication Reimbursements Guidelines

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if billing date is in between two months, 1-15 duration dates will be counted on the first month otherwise it will be counted as the second month.

## Example:

- SOA with billing period Nov 20-Dec 19 > this will be counted as December Billing
- SOA with billing period Jan 10-Feb 9 > this will be counted as January Billing
- SOA with billing period Aug 15- Sept 15 > This will be counted as August or September Billing, depends on staff



# Finance Unit Assignments

(Reimbursement, Communication, Internet)

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Unit/s	Reimbursement	Communication and Internet
LHS, IPHSDP, ZFFI, HRIMSA, CorpCom	Cathyrain Ramirez	Oliver Edisan
KGJF,S&P, Nutrition Portfolio,PD,BAP	Kristine Damaso	Kristine Damaso
TCI	Oliver Edisan Wellmar Cabanilla	Wellmar Cabanilla
UNFPA	Cathyrain Ramirez	Cathyrain Ramirez

TO ALL UNITS:

For communication reimbursements (internet and mobile), transportation and meal reimbursements below 2,500, kindly direct the submission of documents to assigned Finance Assistants per unit/s.

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# Communication Reimbursements Guidelines

Basis of Statement of Account Billing period.

Statement Date: **July 9, 2023** | Account Number: [REDACTED] | Page 3 of 4

## BILL DETAILS

### Previous Charges

Balance from Previous Bill		1,693.00
<b>Less:</b> Payments Received - Thank You!		(1,700.00)
Regular Payment - Jun. 30, 2023	(1,700.00)	
<b>Remaining Balance from Previous Bill (VAT Inclusive)</b>		<b>(7.00)</b>

### Current Charges

















#### Monthly Service Fee and Other Basic Charges

[REDACTED] - Service fee for the **period of Jul 9-Aug 8, 2023**

Fiber Unli Plan 1699 1,516.96

**Monthly Service Fee for 062-992 7531 1,516.96**

# Communication Reimbursements Guidelines

 <b>Globe</b>		 Globe Telecom, Inc 32nd Street corner 7th Avenue Bonifacio Global City, Taguig, Philippines 1634	 <a href="http://www.facebook.com/globeph">www.facebook.com/globeph</a>									
		 <a href="http://www.globe.com.ph">www.globe.com.ph</a>	 @talk2globe									
			 <a href="http://community.globe.com.ph">community.globe.com.ph</a>									
BIR CAS Permit No. 1908_0126_PTU_CAS_000600		SOA No. 000888169128	TIN: 000-768-480-000 VAT Registered									
  		Bill no. 70	Page 1 of 2									
 Km 14 West Service Rd, cor. Edison Ave. Paranaque, Metro Manila 1715		<table border="1"><tr><td colspan="2">Amount to Pay (total amount due)</td><td><b>Php 1,497.20</b></td></tr><tr><td>Account Number </td><td>Primary Number </td><td></td></tr><tr><td colspan="2">Billing Period <b>05/11/23 to 06/10/23</b></td><td>Due Date 07/01/23</td></tr></table>		Amount to Pay (total amount due)		<b>Php 1,497.20</b>	Account Number 	Primary Number 		Billing Period <b>05/11/23 to 06/10/23</b>		Due Date 07/01/23
Amount to Pay (total amount due)		<b>Php 1,497.20</b>										
Account Number 	Primary Number 											
Billing Period <b>05/11/23 to 06/10/23</b>		Due Date 07/01/23										



# Communication Reimbursements Guidelines



SMART COMMUNICATIONS, INC.  
Smart Tower, 6799 Ayala Avenue, Makati City 1226  
VAT Registered TIN: 001-901-673-00000

Statement Date: June 30, 2023 | Page 1 of 4

Billing Period Covering: Jun 01, 2023 - Jun 30, 2023



25 4620



CONVERGE INFORMATION AND COMMUNICATIONS TECHNOLOGY SOLUTIONS, INC.  
CLC Bldg. Blk 9 Lot 5568 Sabater Compound, Molino III, Bacoor City, Cavite  
T: (045) 598300 www.convergeict.com

Ref.#169017-0623

## STATEMENT OF ACCOUNT

AS OF June 15, 2023

Account No: [REDACTED]  
Name: [REDACTED]  
Billing Address: CAVITE, PHILIPPINES

Plan: FIBER X 1500  
Customer Type: REGULAR / PHP  
Total Amount Due: 1,625.00  
Due Date: Due Immediately

Date	Particulars	Covered Date	Balance
06/15/2023	M. LINE SUBS FEE - Jun. 2023	06/15/2023 to 07/14/2023	1,500.00
06/16/2023	INSTALLATION FEE - INSTALLMENT		125.00

# Meals or Transportation

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## Documentation Requirements:

- Please refer to guidelines on meal allowance and transportation for liquidation



# PETTY CASH TRANSACTIONS TIMELINE

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## Petty Cash Liquidation/Reimbursement Checking Timeline

Day	Activity	Person
Day 1	Receiving of Reimbursement/Liquidation and Excess cash, if any; log to online tracking	Staff to Assigned Finance Asst. per unit for logging to tracker
Day 2-7	Review and Checking by assigned Finance Asst. for returns for clarifications, incomplete attachments, lacking approvals, as applicable	Assigned Finance Asst. per unit
Day 8-12	Final Review and Approval of Finance Expert/Associate	Finance Expert/Associate in Charge
Day 13-15	Validation and Approval of Finance Manager	Ms.Pat
Day 16-20	Routing for signatories and Payment for excess or closure of CA for those with returned excess cash	Check Payment: Rona Pesimo BOB Uploading: Finance Expert/Associate

**[assumption-complete and correct documents]**

**not including returns and needed replies**

***Note: Routing days depends on availability of signatories.***

**[assumption-complete and correct documents]**

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# Copy of ZFF BIR 2303

BIR Form No. Revised 2303 November 2014

OCN: 9RC0001635987E  
Date: June 20, 2018

## CERTIFICATE OF REGISTRATION

TIN / BRANCH CODE 005-027-804-00000	NAME OF TAXPAYER THE ZUELLIG FAMILY FOUNDATION, INC.	TIN ISSUE DATE January 01, 1997
REGISTERING OFFICE REGISTERED ADDRESS KM 14 WEST SERVICE ROAD COR EDISON AVENUE - SUN VALLEY - CITY OF PARANAQUE - NCR, FOURTH DISTRICT PHILIPPINES 1700	<input checked="" type="checkbox"/> Head Office <input type="checkbox"/> Branch	

TAX TYPES	FORM TYPES	FILING START DATE	TAX TYPES	FORM TYPES	FILING START DATE
WITHHOLDING TAX - COMPENSATION	1604CF	July 03, 2003	REGISTRATION FEE	0605	January 01, 1998
WITHHOLDING TAX - COMPENSATION	1601C	January 01, 2002	WITHHOLDING TAX - EXPANDED/OTHERS	1601E	July 03, 2003
CORPORATE INCOME TAX	1702	September 15, 1997	WITHHOLDING TAX - EXPANDED/OTHERS	1604E	July 03, 2003
TAXPAYER TYPE/S	DOMESTIC CORPORATION				

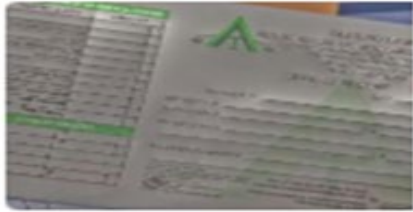
**Link:**

[https://drive.google.com/file/d/1L936307h2Haddp-sdkZbPOH3ImG\\_KVVaK/view?usp=sharing](https://drive.google.com/file/d/1L936307h2Haddp-sdkZbPOH3ImG_KVVaK/view?usp=sharing)



# Official Receipts or Sales Invoice

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## SALES INVOICE or OFFICIAL RECEIPT? - ALBUR...

Sales invoice is issued for goods and/or properties while official receipt is issued in the sale of services and/or lease...

[www.alburolaw.com](http://www.alburolaw.com)

### Link:

<https://www.alburolaw.com/sales-invoice-or-official-receipt#:~:text=Sales%20invoice%20is%20issued%20as,and%20For%20lease%20of%20properties.>



# OR Validity Guidelines

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Since perpetual validity of the receipts/invoices took effect on July 16, 2022, all receipts/invoices expiring on or before July 15, 2022 are no longer valid. However, worry not because it was clarified that upon the issuance of RR No. 6-2022, taxpayers with ATP expiring on or before July 15, 2022 who failed to apply for subsequent ATP not later than the sixty-day mandatory period prior to expiration shall not be liable to pay penalty for late application of ATP.

The receipts/invoices which are unused and expiring on or before July 15, 2022 shall be surrendered together with an inventory listing to the BIR Revenue District Office (RDO) where the Head Office or Branch is registered on or before the 10<sup>th</sup> day after the validity period of the ATP for the destruction of such receipts/invoices.

## Link:

<https://www.grantthornton.com.ph/insights/articles-and-updates/lets-talk-tax/5-year-validity-period-of-receipts-and-invoices-now-removed/#:~:text=The%20receipts%2Finvoices%20which%20are,for%20the%20destruction%20of%20such>

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# **SAMPLE RECEIPTS**


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# Sales Invoice Sample

Printed



1136-1146 Julia Nakpil St., Brgy 888 Zone 075 Malate, Manila  
 Tel. Nos. 8524-0393 to 94 Fax No.: 8400-4730  
 VAT Reg. TIN: 002-899-013-000  
 www.cti-ph.com

"Your Systems Solutions Partner"  
**No: 174864**

**SALES INVOICE**      DATE: April 12, 2022

SOLE TO: Zurellig Family Foundation  
 ADDRESS: Edison St., Sun Valley Parañaque City  
 TIN: 005-027-804-0001

BUSINESS STYLE/NAME: Zurellig Family Foundation  
 CONTACT PERSON: Mr. Diosdado Nimes  
 TEL. NO.: \_\_\_\_\_

TERMS: 30 Days  
 CUSTOMER'S P.O. NO: 5218

QUANTITY	UNIT	DESCRIPTION	SERIAL NUMBER	UNIT PRICE	AMOUNT
4	Units	Acer TravelMate Intel Core i5-1135G7 8GB Memory 256GB SSD + 1TB Hard Disk, E-Shell OS, Card Reader (ACR TMP2145356H5)	S/N: VPNSP01B203337567600 VPNSP01B203337E77600 VPNSP01B203337EE7600 VPNSP01B203337F07600	32,767.86	131,071.43
4	Pcs	Acer LZ.BPKM6.B12 Comm'l Backpack 15.6" E01620-P (ACRLZBPKMGB12)			
4	Pcs	Crucial-CT8G45FRA32A-8GB DDR4 SDRAM Memory (CRUCIALCT8G45ERA32A) Warranty: 3 Years on Laptop / 1 Year on Battery 3 Years - Memory		2,420.71	9,682.86
Total Sales (VAT Inclusive)					
Less: VAT					
VARIABLE SALES	140,734.29	Amount Net of VAT		140,734.29	
VAT-EXEMPT SALES		Less: SC/PWD Discount			
ZERO-RATED SALES		Amount Due			
VAT AMOUNT	16,885.71	Add: VAT 12%		16,885.71	
<b>TOTAL AMOUNT DUE</b>					<b>157,600.00</b>

SO#22-MG0018  
SWPS# 196105

AMOUNT

TOTAL

← THIS IS YOUR TOTAL ACCOUNT

PREPARED BY: <u>Rose</u>	COLLECTED BY: <u>Rose</u>	SALESMAN: <u>Meg</u>	CHECKED BY: <u>Rose</u>	APPROVED BY: <u>Meg</u>
-----------------------------	------------------------------	-------------------------	----------------------------	----------------------------

**CONDITIONS FORMING PART OF THIS INVOICE**  
 It is agreed that the conditions herein form part of the transaction. If buyer/customer fails to pay this invoice in accordance with terms as specified herein, the seller shall be charged an interest of 2.5% per month, compounded monthly. Further, agreed that in case this account is turned over to attorney for collection, litigation, attorneys fees, court cost and damages shall be at the expense of the buyer/customer. Venue of action shall only be at the convenience of the Corporation or at any court of the City of Manila, Philippines.

RECEIVED GOODS OR MERCHANDISE IN GOOD ORDER AND CONDITION AS DESCRIBED ABOVE

Diosdado Nimes  
PRINTED NAME OF RECEIVER

SIGNATURE OF RECEIVER: [Signature]      DATE RECEIVED: 4/12/22  
 DISTRIBUTION LIST - ORIGINAL COPY      3RD - ACCOUNTING COPY  
 4TH - STUB COPY

22 (Rev. 05/17) 2021 - 14000 - All Advertising Print Co., Inc. (INCORPORATED) - Cap. Secured No. 26, 200 - VIGILANT No. 26, 200  
 22 (Rev. 05/17) 2021 - 14000 - All Advertising Print Co., Inc. (INCORPORATED) - Cap. Secured No. 26, 200 - VIGILANT No. 26, 200  
 22 (Rev. 05/17) 2021 - 14000 - All Advertising Print Co., Inc. (INCORPORATED) - Cap. Secured No. 26, 200 - VIGILANT No. 26, 200  
 22 (Rev. 05/17) 2021 - 14000 - All Advertising Print Co., Inc. (INCORPORATED) - Cap. Secured No. 26, 200 - VIGILANT No. 26, 200  
 22 (Rev. 05/17) 2021 - 14000 - All Advertising Print Co., Inc. (INCORPORATED) - Cap. Secured No. 26, 200 - VIGILANT No. 26, 200

This Sales Invoice shall be valid for five(5) years from the date of ATP

# Official Receipt Sample

Hand written

In settlement of the following:	
Invoice No.	Amount
Total Sales (with taxes)	29,400.00
Less: VAT	
Total	
Less: SC/PWD Discount	
Total Due	
Less: Withholding Tax	525.00
Amount Due	28,875.00
VATable Sales	
VAT-Exempt Sales	
Zero-Rated Sales	
VAT Amount	
TOTAL SALES	

**Form of Payment:**  
 Cash  Check  BDO 1472306

**WORLD CLASS MANPOWER SERVICES INC.**  
 15014 Saint Francis St., Moonwalk, Parañaque City  
 Tel. No.: (02) 659-7867; Telefax: (02) 659-7427  
 WMS.COM.PH  
 VAT Reg. TIN: 221-400-806-000

**OFFICIAL RECEIPT**  
 No. 0010142  
 Date: 4/23/2022

RECEIVED from Zuelig Family Foundation  
 Address \_\_\_\_\_  
 Business Style/Name \_\_\_\_\_  
 the sum of Twenty eight thousand eight hundred and  
seventy five and 0/100 PESOS (P 28,875.00)  
 in partial/full payment for PF of R. Calabros - MNGT Module of Gama  
N. Samar - Jan 16 - Feb. 8, 2022

Sr. Citizen TIN \_\_\_\_\_  
 OSCA/PWD ID No. \_\_\_\_\_ Signature \_\_\_\_\_  
 By: \_\_\_\_\_  
 Authorized Signature

**UNICEF**  
**WFP**  
**WFP Grant**

© 2019 WMS - P. No. 0000001-001000  
 WMS (P) No. 0000001-001000  
 Date Issued: 01-01-2019, Valid until: 01-01-2024

Foreign International Enterprises Corporation  
 600 General Ave., 7th Fl., S.C. for No. 200-01-01  
 VAT REG. No. 000-01-000-000  
 Printer's Accreditation No. 0000001-0000000000  
 Date of Accreditation: 11-09-2019, Expiration Date: 11-09-2022

\*THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP\*

# Official Receipt Sample

Printed



## OFFICIAL RECEIPT

1485032282

Owned and operated by: Robinsons Land Corporation  
 Go Hotels Iligan • 158 Macapagal Ave., Mahayshay, Iligan City, Lanao del Norte, Philippines, 9200  
 Contact No. +63 9178987788 • VAT Reg. TIN: 005-361-376-068

<b>RECEIVED FROM:</b> ZUELLIG FAMILY FOUNDATION		<b>DOCUMENT DATE</b>	11/29/2021
<b>ADDRESS:</b> Km. 14 West Service Rd. Cor. Edison Avenue, Barangay Sun Valley, Quezon City, Metro Manila, Philippines, 1700			
<b>TIN/BUSINESS STYLE:</b> 005-027-804-001			
<b>THE AMOUNT OF FIFTY SEVEN THOUSAND SEVEN HUNDRED SEVENTY FOUR AND 08/100 PESOS ONLY</b>		<b>TOTAL</b>	₱57,774.08
HOTEL CHARGES (RES./INV. Various Reservations) 2% CWT			₱58,830.00 (₱1,055.92)
NOTHING FOLLOWS		NOTHING FOLLOWS	
		(V) Vatable Sales	₱44,940.17
		VAT Amount	₱5,392.32
		(VI) VAT EXEMPT	₱0.00
		(ZV) ZERO RATED	₱5,952.38
		WHT amount	₱1,055.92
		SERVICE CHARGE (5%)	₱2,544.63
Permit to Use (PTU) No. 1812_0126_PTU_CAS_000423 Dated: 01/01/2019 Series No.: 1485004111 To 1485999999			
THIS RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF PERMIT TO USE		<b>TOTAL AMOUNT PAID</b>	₱57,774.08
<b>CASH</b>	₱57,774.08	This receipt becomes an Official Receipt when signed by the cashier and cleared by the bank in case of check deposits.  Rodin Pepito Cashier	
<b>CHARGE</b>			
<b>CHECK</b>			
<b>TOTAL</b>	₱57,774.08		
<b>APPROVAL CODE</b>			

**PAID BY  
UNFPA**

# E-Receipt Sample

Statement Date: May 21, 2022 | Account Number: 0241687473 | Page 4 of 4

## OFFICIAL RECEIPT

PLDT INC.  
PLDT MAKATI SALES AND SERVICE CENTER, Ramon Cojuangco Bldg  
100 Legaspi St., corner Dela Rosa Street, Makati City  
Contact # CUSTOMER SERVICE HOTLINE 171  
VAT Reg TIN: 000-488-793-00000  
Business Style: PLDT Inc.

OR No. PQGOR194095738  
OR Date 05/04/2022

Received From: [REDACTED]  
Address: [REDACTED]  
Customer TIN: No TIN provided  
Business Style: [REDACTED]

Payment Reference	Date	Vatable*	VAT	OCTable**	OCT	Tax Exempt***	Zero Rated	Total
PQGCR184863191	05/04/2022	1,428.57	171.43	0.00	0.00	0.00	0.00	1,600.00
	Total (Php)	1,428.57	171.43	0.00	0.00	0.00	0.00	1,600.00

Supplier's Name: Smart Communications Inc. MIN: 110193083  
Supplier's Address: SMART Tower, PTU: 0111-116-89711-000  
6799 Ayala Avenue, Makati City BIR Accreditation No.: 116-001901673-000235  
Supplier's TIN: 001-901-673-000 Date Issued: 11/3/2010  
Valid Until: July 31, 2025

THIS OFFICIAL RECEIPT SHALL BE  
VALID FOR FIVE (5) YEARS FROM THE  
DATE OF ACKNOWLEDGEMENT  
CERTIFICATE.

Acknowledgement Certificate No.: AC\_126\_092021\_000113  
Date Issued: September 13, 2021  
Valid Until: September 12, 2028  
Series Range: PQGOR000000000-PQGOR999999999

This serves as your official receipt in compliance with the invoicing requirements under BIR Regulations

\*Refers to charges subject to 12% Value Added Tax or VAT (e.g., domestic calls)

\*\*Refers to charges subject to 10% Overseas Communication Tax or OCT instead of VAT (e.g., IDD)

\*\*\*Refers to charges which are neither subject to VAT nor OCT



# E-Receipt Sample

Billing Records

Billing History    **Payment History**

View payment from:  to  [VIEW](#)

OR Number	Payment Date	Amount Paid	Payment Channel	
GPNC1600026OR9876551	July 01, 2022	P2,048.00	GCASH1	<a href="#">Download Receipt</a>

GLOBE TELECOM INC.  
Telecommunications  
The Globe Tower, 32nd St. Cor.  
7th Ave, Bonifacio Global Cit  
Taguig City NA, 1634  
VAT REG.TIN 000-768-480-0000  
MIN: 22012415202788157  
TSN PC0AWQMC SGH2185C7P-16000-26  
OFFICIAL RECEIPT

Customer's Name: [REDACTED]  
Address: [REDACTED]  
TIN:  
Business Style:  
Account No. 1103592629

Transaction	Amount
HPOVERPAY-VAT	2,048.00
Sub Total:	2,048.00
Less:	
Discount	0.00
Discount (VAT)	0.00
Total:	2,048.00
Paid by:	
G CASH      PHP	2,048.00
Paid Total:	2,048.00
Change:	0.00

\*\*\*\*\*

\*\*\*\*\*  
This Is your Official  
Receipt.  
Thank you!  
\*\*\*\*\*  
Cashier: AMSS  
Date: 2022-07-01 12:00:00  
Salesman:  
Receipt #: GPNC1600026OR9876551

X

Globe Telecom, Inc.  
The Globe Tower 32nd St cor 7th  
Ave, BGC, Taguig  
TIN: 000-768-480-0000  
Acred No: 126-000768480-000360  
Date Issued: 08/01/2020  
Valid Until: 07/31/2025  
PTU No: FP012022-126-0315863-  
00000  
"THIS INVOICE/RECEIPT SHALL  
BE VALID FOR FIVE (5) YEARS  
FROM THE DATE OF THE PERMIT  
TO USE"

# Tape Receipt Sample

**COMBANK**  
 870 ST. CHARLES FOOD CORPORATION  
 21 207 (N.W.), 5th FLOOR, 1014 BARRACADE ST.  
 PEARL CITY, HAWAII, FOURTH DISTRICT.  
 HAWAII 20122007000000000000  
 VAT/TIN# 2007-301-957-0000  
 SH#H52170000173

SALES TRANSACTION

**TAKE OUT**

Van & CSE	PC	1.00	133.93 V
(V) Variable Sale			133.93
Vat Amount			11.57
(E) VAT-Exempt Sale			0.00
<b>AMOUNT DUE</b>			<b>150.00</b>
CASH			200.00
<b>AMOUNT TENDER</b>			<b>200.00</b>
CHANGE			50.00
Number of Items :		1.00	

Terminal No. : 001 B. R. No. : 00121044  
 Transaction No. : 00121940  
 Cashier Code : 12779 - ESPINA JENNIFER SA  
 134809 0  
 7/06/2007 12:45:12

Super's Information

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Title \_\_\_\_\_  
 Business Style \_\_\_\_\_  
 ZIMAC INCORPORATED  
 Posthouse FC Plaza 40 Queen Ave.  
 Queen City  
 TEL: 945-795-342-000  
 AC280719 40-039-00700347-000000  
 DATE ISSUANCE: 07/07/2005  
 EFFECTIVITY DATE: 06/01/2000  
 VALIDITY DATE: 07/31/2005  
 PFM# PFI22000-051-0074953-00000  
 DATE ISSUANCE: 12/22/2000  
 EFFECTIVITY DATE: 06/01/2000  
 VALIDITY DATE: 07/31/2005  
 \*THIS ENVOICE/RECEIPT SHALL BE VALID  
 FOR FIVE (5) YEARS FROM THE DATE OF THE  
 PERMIT TO USE.  
 Thank you. Come again.  
 This serves as your OFFICIAL RECEIPT.

JOLLYBEE SH MALL FOOD CORP.  
 JOLLYBEE FOODS CORP.  
 617 SH MALL, 4th FLOOR MAIN BLDG, PEARL CITY  
 HAWAII TEL# 935-380-711-260  
 P#020-04-RTLC2147  
 HAWAII 20070516033489307  
 JIMENG 713

Cashier: 02030520-SERGEI ALLYN CALISA  
 06/06/2007 11:45:00 0920010805

**KIOSK DINE-IN**

1 UN DRCT/DRPG	120.000
1 DRCT/DR PG	
1 SPSE PG	
1 DRCT/DR AC	
1 LRS FT	60.000
<b>-4 Items</b>	<b>180.00</b>
<b>TOTAL DUE</b>	<b>180.00</b>
CASH	1.000.00
<b>CHANGE</b>	<b>820.00</b>
Variable Sales	180.71
VAT-Exempt Sale	0.00
VAT 2007-301	0.50
VAT Amount	18.79

Dist Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Bus Style: \_\_\_\_\_

Tell us about your experience.  
 Send us feedback at [dlc.fv@focusaak.com](mailto:dlc.fv@focusaak.com)  
 Visit us also at [www.jollybee.com.hk](http://www.jollybee.com.hk)

THANK YOU, AND PLEASE COME AGAIN.  
 This serves as an OFFICIAL RECEIPT  
 AMC Information Systems, Inc.  
 System ID: PFM16  
 VAT Reg ID# 000 100 545 000  
 ACCREDITATION NO. 0300032851900000712688  
 Date Issued: 04/16/2007  
 Valid Until: 07/31/2005  
 PFM# PFD67022-125-0381297-00083  
 Date Issued: 05/23/2002  
 Valid Until: 06/26/2007  
 THIS RECEIPT SHALL BE VALID FOR  
 FIVE (5) YEARS FROM THE DATE OF THE  
 PERMIT TO USE.

**CLAIM**  
**20055**

## Form Link

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Form Type	Link
PCF Meals	<a href="https://docs.google.com/document/d/1qyKtiwJPTn5cqDMEf9D5ELKg8HoB_Ftz/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1qyKtiwJPTn5cqDMEf9D5ELKg8HoB_Ftz/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true</a>
PCF Transpo	<a href="https://docs.google.com/document/d/1TS27q6llz1fE0P4-_dlz2ZGsg156Nmg0/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1TS27q6llz1fE0P4-_dlz2ZGsg156Nmg0/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true</a>
Reimbursement Form	<a href="https://docs.google.com/document/d/1x-dtyHjClBhy4uV61kVIGEDoGh77XWpp/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1x-dtyHjClBhy4uV61kVIGEDoGh77XWpp/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true</a>
RER2 Form	<a href="https://docs.google.com/document/d/1_GuWD6VKTI_gJWFQ1Ft_qGV7mn_lrKGe/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1_GuWD6VKTI_gJWFQ1Ft_qGV7mn_lrKGe/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true</a>
Travel Assignment Order (TAO)	<a href="https://docs.google.com/document/d/1_GV0AqdA1lBByLOlo4ryY4fzE9wBlDe3/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1_GV0AqdA1lBByLOlo4ryY4fzE9wBlDe3/edit?usp=sharing&amp;oid=114047281927724509134&amp;rtpof=true&amp;sd=true</a>

Please look for Wellmar Cabanilla of Finance if you wish to have a booklet for PCF Meals or PCF Transpo and Reimbursement Forms.

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