



Philippine Practical Shooting Association

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21 January 2009

MEMORANDUM CIRCULAR ACD 1-2009

SUBJECT: Policies regarding reimbursement of expenses, advance cash advances

TO : All Area Directors, NROI and Executive Officers

I. Objectives

1. To prescribe uniform policies and procedures on reimbursement of expenses, cash advances and advance request for equipments

II. Area Directors

i. Scope and Manner of reimbursable expenses

1. The following expenses are claimable by the PPSA Area Director which should be taken from the **generated funds of the local area chapter** and **should not exceed 30% from such fund.**
 - 1.1 Travel expenses – includes all means of transportation used from residence or office to any point of destination within the area.
 - Reimbursement shall be based on the **actual receipt incurred as supported by a receipt or ticket**, if applicable.
 - 1.2 Communications – includes all messaging, one – way or two way communications, used for the purpose of accomplishing an official task for the area.
 - Reimbursement shall be based on **the actual expenses incurred as supported by a receipt, invoice, statement of account or billing**, if applicable
 - 1.3 Accommodation – these are amenities that include board of lodging necessary in the attendance of a particular meeting, conference, seminars, or other social activities that **requires at least a whole day continued presence or stay within the area.**
 - Reimbursement shall be based on **the actual expenses incurred as supported by receipt, invoice, and statement of account or billing**, if applicable
2. It is also noted that same were incurred during official business function for and on behalf of the PPSA local chapter.
3. Travel expenses, accommodations incurred for the purpose of attending Board of Directors meeting, Executive Meeting or any other events called for by the PPSA President or officers which will be held in any other area different from that of each AD respective areas, the same amount shall be reimbursable directly to the PPSA Secretariat office and should not be included in the expenses to be reimbursable from the area funds.
 - Manner of reimbursement shall be the same as that of the area, however, any other instances shall be made with the approval of the PPSA Treasurer and President.

ii. Scope and Manner of cash advances, Advance request for equipments, etc.

1. Any Cash advances or advance request for equipment shall only be approved provided it is for the general use and benefit of the area; the Area Director is task to prove such intention. However, manner of requisition is thru a written letter of intent which should be given to the PPSA Treasurer for initial approval and then PPSA President for final approval.
2. All Cash advances and advance request for equipment shall be deducted from the share of the Area Director in a time table in which the PPSA Treasurer and Area Director agreed upon.

III. EXECUTIVE OFFICER

i. Scope and Manner of reimbursable expenses

1. The following expenses are claimable by the PPSA Executive officers provided it was used for their official functions and attendance to the Board meeting, Otherwise, stated or agreed upon by the board.
 - 1.1 Travel expenses – includes all means of transportation used from residence or office to any point of destination within the scope and limit of his/her function as PPSA officer.
 - Reimbursement shall be based on the **actual receipt incurred as supported by a receipt or ticket**, if applicable.
 - 1.2 Accommodation – these are amenities that include board of lodging necessary in the attendance of a particular meeting, conference, seminars, or other social activities that **requires at least a whole day continued presence or stay within area**.
 - Reimbursement shall be based on **the actual expenses incurred as supported by receipt, invoice, and statement of account or billing**, if applicable

IV. Repealing Clause

All other issuances and/or portions thereof that are inconsistent herewith are hereby revoked and/or amended accordingly.

V. Effectivity

This Order shall take effect immediately.

Anton Lorenzo
Treasurer

Hon . Juan Ponce Enrile
President