

**ASSISTANCE AND COORDINATION DIVISION  
SECTION: SEA AND AIR TRANSPORTION**

**\* Access to Travel Section**

**TRAVEL TAX AND TERMINAL FEE EXEMPTIONS**

**SCHEDULE OF AVAILABILITY**

Day: Monday - Friday  
Time: 8:00am - 5:00pm

**Who May Avail of the Services**

1. Philippine Olympic Committee (POC) Officials and National Sports Associations
2. PSC Officials and employees
3. Government Agencies
4. Schools and Universities
5. Other Sports Organizations

**What are the requirements:**

- \* Letter requests
- \* Copy of Invitation from the Organizer
- \* Copy of Passports
- \* Flight Details

**Duration:** 37 minutes

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORM
1	Proceeds to Records Section and presents the document / letter-request for barcoding and scanning.	Receives screened requests of clients for Travel Tax Exemption and waiver of Airport Terminal Fee from the following: Office of the Chairman, Office of the Executive Director and NSA Affairs office	1 minute	Travel Staff	None	None
		Encodes name of passengers/delegates for preparation of Travel Order, endorsement letters to Manila International Airport Authority (MIAA) and Tourism Infrastructure and Enterprise Zone Authority (TIEZA)	25 minutes	Travel Staff	None	None

		Counter checks endorsement letters	3 minutes	Head, Travel Unit	None	None
		Forwards Travel Order, Travel Tax and Terminal Fee exemptions to the Office of the Executive Director for signature	1 minute	Travel Staff	None	None
		Receives signed travel documents from the Executive Director's Office	1 minute	Travel Staff	None	None
		Reproduces Travel Order and endorsement letters for reference and filing	3 minutes	Travel Staff	None	None
		Submit endorsement letter to MIAA General Manager's Office for approval of airport exemption upon arrival at MIAA Office	2 minutes	Travel Staff	None	Certificate
		* releasing of International Service Charge (IPSC)	5 working days	MIAA GM Staff		
2	Proceeds to Travel Unit to claim travel documents	Releases original Travel Order and endorsements / documents to clients for: * application of travel tax exemption at TIEZA office * claiming of International Passenger Service Charge (IPSC) Exemption Certificate at MIAA Collection Department	1 minute	Travel Staff		
<b>End of Transaction</b>						