

Department/Division/Unit: Travel

Purpose: To process travel exemptions and issue tickets for participation to local and international competitions

Functional Objective:

ACTIVITY / PROCESS	Control Methods/Process SOP/ Guidelines/ Procedures	Process Output	Responsible Authorities	RISK	Impact/ Consequences	Control Measure / Action Plan	Opportunities
Preparation of travel tax and waiver of airport terminal fee exemptions	PSC approved Policy	Endorsement letter for exemption	Travel, NSAAO , Office of the Executive Director, R. A. 6847	not within the required time frame	not exempted / with fee	processed on time	
Availment of Sea and Air Transportation services for event participation	PSC Board Resolution / SAT Operational Manual / IPCR	Issuance of domestic and international tickets	Airline ticketing offices, travel agencies, NSAs, Travel Unit	non-availability of flight bookings	cannot proceed with the travel, payment of cancelled reservations	early submission of request for travel/bookings	
		Events participation completed		last minute cancellations from requesting party	payment of cancelled reservations/unused tickets	confirmation of travel plans prior the option dates provided by airlines / travel agents	