REIMBURSEMENT EXPENSE RECEIPT (RER)

INSTRUCTIONS

A. The RER is used to support the expenses which cannot be conveniently issued official receipts/invoice. It shall be submitted to the Accounting Division/Unit together with the LR and other supporting documents. It shall be prepared by fund cluster.

B. This form shall be accomplished as follows:

1. **Entity Name** – the name of the agency/entity
2. **Date** – the date of the receipt
3. **Fund Cluster** – the fund cluster name/code based on the UACS in which the disbursement shall be charged
4. **RER No.** – the number assigned to the RER
5. **Name** – the name of the official/employee who travelled
6. **Official Designation** – the official designation or position of the official/employee who travelled
7. **In words** – the amount in words of the actual payment made by the official/employee who travelled
8. **In figures** – the amount in figures of the actual payment made by the official/employee who travelled
9. **Payments** – the payments for subsistence, services, rental or transportation which show inclusive dates, purpose, distance, inclusive points of travel, etc.
10. **Payee –** the name, signature and the address of the payee
11. **Witness –** the name, signature and the address of the witness to the actual payment made by the official/employee who travelled