



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

OCA CIRCULAR No. 22-2009

TO: ALL JUDGES AND LOWER COURT PERSONNEL

SUBJECT: PERIOD TO FILE CLAIMS FOR  
REIMBURSEMENT OF EXPENSES INCURRED IN  
THE PERFORMANCE OF OFFICIAL FUNCTIONS

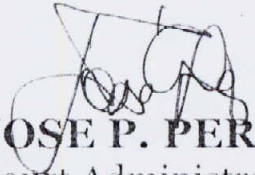
The attention of the Office of the Court Administrator has been called relative to the numerous claims for judicial incentive, additional expense allowance and reimbursement of other expenses (e. g. traveling expenses) incurred by judges and court personnel in the performance of official functions filed after the lapse of a considerable length of time. Due to the time that has elapsed, problems arise as to where the reimbursement will be charged resulting in the deferment of payment of the claims.

To address the problem, it is imperative to prescribe a period within which to file claims for the reimbursement of expenses incurred in the performance of official functions.

In this regard, **beginning January 2009**, all claims for reimbursement of expenses incurred in the performance of official functions shall be submitted for payment **within a period of one (1) year from the date the expenses were incurred**, with the correct and complete documentary requirements, otherwise, such claims will not be processed.

**For strict compliance.**

26 February 2009.

  
**JOSE P. PEREZ**  
Court Administrator