




UNIVERSITY OF THE PHILIPPINES  
LOS BAÑOS FOUNDATION, INC.

**Memorandum No. 18**

**To:** All concerned UPLBFI project staff

**From:**   
CASIANO S. ABRIGO, JR.  
Executive Director

**Date:** October 5, 2016

**Subject:** Guidelines on project staff official trips and van rentals

1. To all project staff on payrolls with DTR, please be informed that, henceforth, all DTR's with "on trip" entries should be accompanied with the corresponding trip tickets duly approved by their respected project/ study leaders.
2. It has been observe that some van owners impose van rental rates after the trip was made and that the daily rates are the same regardless of whether the vans are just idle in the destination for several days waiting for the return trip. Effective immediately, all project / study leaders hiring vans should first agree with the van service providers regarding the costs before leaving the point of origin.