**Representation And Transportation Allowance (RATA) Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

**For General Claims:**

* RATA Payroll
* Payroll Register (Hard and Soft copy)
* Certification that the official/employee did not use government vehicles and is not assigned any government vehicle
* Copy of approved DTR or evidence of service rendered
* Copy of Office Order/ Appointment (1st Payment)
* Certificate of Assumption (1st Payment)
* Such other pertinent supporting documents as required by the nature of expense

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: