**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: