

# Travel & Expenses Policy



**This manual DSA/Per-diem rate supersedes all other rates that are captured on FAROF HR manual or any other FAROF'S manual policy.**

## **FAROF Travel Policies and Procedures**

**Policy** Expenditure incurred in the course of carrying out programme activities on behalf of FAROF must be in accordance with the guidance set out in the policy detail below.

**Why do we need this policy?** This policy aims to ensure that all employees have a clear understanding of their entitlements and requirements when travelling on FAROF Programmes activities implementation and/or incurring expenditure on FAROF's behalf.

This policy aims to ensure that we:

- safeguard the wellbeing, comfort, safety and security of employees
- communicate our commitment to sustainability issues
- secure enhanced supplier service levels at the lowest possible cost
- consolidate expenditure to obtain discounted rates

**How does the principle apply and what does it apply to?** This policy applies to

- all Nigeria and overseas travel undertaken on FAROF Programmes activities implementation
- all expenses that are justifiably incurred and for which FAROF has set criteria and limits

**Which parts of FAROF are affected?** This policy applies to:

- all permanent/fixed term employees
- Short Term Technical Assistance Team
- Consultants/contract staffs

**What support is available to help FAROF implement this policy?** Support and advice on travel is available from the Procurement Team.

Support and advice on expenses is available from Payroll staff.

Support and advice on expenses is available from Finance Manager/Director of finance and Administration.

**Equality Impact Assessment carried out?**

This policy has had an Equality Impact Assessment carried out.

**Business** The word Business on this policy simply refers to activities

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### **Annexes**

- A. Daily Subsistence Allowance (DSA)
- B. Journey Management Manual

## **FAROF Travel Policies and Procedures**

### INTRODUCTION

The following policies and procedures are applicable to FAROF staff and those who seek reimbursement from FAROF for travel costs. These guidelines are not meant to be an exhaustive statement of FAROF policies, but rather to provide sufficient guidance to seek reimbursement. Should you have any questions that are not addressed here, please contact the FAROF Admin and Finance Department by email at [info@farof.org](mailto:info@farof.org).

FAROF reserves the right to amend or revise policies and procedures at any time. Changes in policies and procedures will be distributed to FAROF staff and are to be considered effective on their date of issue. The program or office authorizing travel for non-FAROF staff is responsible for communicating the necessary requirements.

These general policies and procedures apply to most official FAROF travel based on minimum administrative and contractual requirements. These may be adapted to be more restrictive by programs or other offices or for specific events. Personnel whose expenses are funded by a specific grant or contract should refer to the terms of that grant or contract for guidance on what expenditures are allowable.

In general, those traveling on official FAROF business will be reimbursed for all necessary and reasonable expenses of travel, as hereinafter stipulated.

This policy is also subjected to Donors approval, review and that support Donors Policy and expense rates

#### **1.1. Purpose**

The purpose of this policy is to:

- a) Describe the types of expenditures that are reimbursable by FAROF.
- b) Inform employees of their responsibilities to control and report travel and entertainment.
- c) Describe the process for an employee to file and obtain travel expenses and reimbursement.

#### **1.2. Employee Travel & Program Expense Guide**

This guide is intended to aid FAROF program traveler and FAROF management by setting forth guidelines and reporting requirements related to FAROF expectations and FAROF regulations.

All travelers and Managers bear responsibility for cost-effective Program travel. Each Manager should carefully review and approve all Expense Reports. Items not considered reimbursable should be brought to the attention of each employee prior to being submitted to Accounting.

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While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler, is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

### **1.3. General Travel Policy**

It is FAROF's policy to reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized Program activities implementation..

Travel expenses must be properly documented and approved on a Travel Expense Report. It is each employee's responsibility to adhere to policy when involved with expenditures on behalf of FAROF. Further, it is the responsibility of the manager to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

Employees are expected to:

- a) Exercise good judgment with respect to expenses.
- b) Spend Donor awarded funds to FAROF as carefully and judiciously as they would their own.
- c) Report all expenses and advances promptly and accurately with required documentation.

## **2. PROCEDURES:**

### **2.1. TRAVEL COSTS**

“Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-profit organization. Travel costs are allowable when they are directly attributable to specific work under an award or are incurred in the normal course of administration of the organization.

### **2.2. APPROVAL OF TRAVEL**

When authorizing and approving payment of travel expenses, management personnel

- must limit the authorization and payment of travel expenses to travel that is necessary to accomplish the project or program objectives in the most effective manner;
- should give consideration to budget constraints, adherence to travel policies, and reasonableness of expenses; and
- should consider alternatives, including teleconferencing, prior to authorizing travel.

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Formal pre-authorization of travel for FAROF staff is not required.

### **2.2.1. TRANSPORTATION**

#### ***2.2.1.1. Mode of Travel***

Transportation expenses shall be reimbursed based on the most economical mode of transportation that reasonably meets business travel needs.

Travel by common carrier (air, rail, bus) is considered the most advantageous method to travel. Other methods of transportation may be advantageous only when the use of common carrier transportation would interfere with the performance of business or impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation.

#### ***2.2.1.2. Air Travel***

##### Coach Fare

With the exception of circumstances described below, FAROF does not reimburse airline travel at any class of service above coach class. The use of airline upgrades to a higher class of service is permitted.

Airfare costs in excess of the customary standard commercial airfare (coach or equivalent) are unallowable except when such accommodations would:

- Require circuitous routing,
- Require travel during unreasonable hours,
- Excessively prolong travel,
- Result in additional costs that would offset the transportation savings, or
- Offer accommodations not reasonably adequate for the traveler's medical needs.

The traveler must forward sufficient justification and documentation to FAROF Admin and Finance Department and obtain approval for non-coach fare prior to booking the ticket.

All employees traveling via air carrier must utilize Lowest Fare Routing (LFR). LFR is quoted logical lowest fare for the business trip, which will (where possible):

- a) Provide cost savings for the round trip air ticket.
- b) Result in total layover time not exceeding one hour.
- c) Increase the one-way total elapsed trip time by no more than two and one-half hours.

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- d) Require no more than one interim stop each way.

Exceptions to this policy statement will be allowed with approval by the employees' supervisor so that additional cost is authorized.

International air travel outside of the U.S. and to overseas locations will be by LFR.

All travel reservations should be made as far in advance as possible to take advantage of available discounted airfares.

Business and First Class travel is not allowed unless it is at the employee's expense. Employees who are enrolled in airline incentive programs are permitted to utilize their personal upgrades along with FAROF's booking of the lowest available fare.

### **Return of Unused, Partially Used and Exchanged Tickets**

Travelers should be aware of the cancellation policies of their airline and notify the carrier in advance if they need to change their travel plans.

- (1) Unused refundable tickets should be applied to the next scheduled trip with the airline or redeemed if purchased by the traveler; otherwise,
- (2) The traveler will be held responsible for the cost of unused tickets or penalties incurred which may have been avoided by proper notification from the traveler.

### **2.2.1.3. Travel Agent Procedures**

Travel arrangements may be booked through any available agent. The travel agent will be responsible for obtaining the lowest fares and lodging expenses available. If you need to stay at a particular hotel that is more expensive than the designated hotel, you must have proper justification to do so before travel arrangements are booked. The same procedure applies for cars, airfares, etc.

### **Reasonable stopovers enroute may be approved provided that:**

- a) They do not interfere or adversely affect achievement of the desired business objective.
- b) They do not result in any significant loss of work time.
- c) The travel expense claimed from FAROF does not exceed either the actual cost, or the cost of the applicable air fare between the place of departure and the business destination, whichever is the lesser.

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d) Approval must be obtained in advance from the appropriate manager.

If such a stopover is made, FAROF, assumes no responsibility or liability of any kind for any employee actions or activities during or occasioned by the stopover.

Airline tickets are considered legal tender and care should be taken not to lose or destroy them. FAROF will not bear the cost of any unused ticket, employee are solely responsible for unused tickets

Employees will be required to submit all FAROF paid airfare receipts incurred while traveling. Used airline tickets should be attached to your expense report.

### **2.2.1.4. Group Travel**

Where more than one employee is travelling to the same location and by the same method of travel, the authoriser of the travel form is determined by the highest level of traveller. For example, if two members of grade 8 staff travel to China with their Most senior Director, the travel request form should be authorised by the Senior Director.

### **2.2.1.5. International Air Travels**

Travellers coming into Nigeria to support the implementation of FAROF programs, will be reimburse travel RT and travel millage of NGN50 per km from airport to hotel and vice versa.or at charged rate of Taxis, a receipt is required if a taxis rate is used. This is still subjected to Donors approval or Donors policy rates and can be reviewed.

### **2.2.1.6. In-Country Regional air travel**

Travellers purchased ticket shall be in accordance to travel agents current charges; FAROF will reimburse travellers with a travel millage of NGN50 per km from airport to hotel and vice versa. Taxis rate will only be applicable if there is no other available means of transport. A receipt is required if a taxis rate is used. This is subjected to Donors approval or Donors policy rates and can be reviewed

## **2.2.2. *Automobile Rental***

### **Car Rental**

Use of car rental is only permitted prior approval of your line manager. Please note that car rental discounts are based on volume. The travel agent will be able to tell you which rental agency we use at the time you make your reservations.

All travelers should follow the listed guidelines:

Number of Travelers

Class of Car

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1-2	Compact
3	Intermediate
4-5	Full Size or Wagon

Insurance should not be purchased from the rental agency and will not be reimbursed. All drivers must hold a valid driver's license or a car may not be rented.

Car rentals are generally the most expensive mode of transportation and should only be used when the nature of the trip or the locations of the customer being visited is such that the use of local transportation (i.e. taxis or limousines ) is not practical or would be more expensive.

### **2.2.3. Use of Private Vehicles**

#### Personal Auto

##### **Private Car (Non essential car users only)**

You should use public transport wherever it is practical and cost-effective.

Use of private cars is permitted with the prior approval of your line manager and where other methods, such as video conferencing, are unavailable or unsuitable.

You can claim Motor Mileage Allowance (MMA) for travel to FAROF program site **that is not your usual workplace**. MMA for inter-site travel has been agreed at a maximum of 500km, and this is the maximum mileage that will be reimbursed. If your mileage is less than 500km you must claim the actual miles travelled.

If your mileage exceeds 400km you should consider hiring a car or using public transport. Journeys from home to your usual workplace do not qualify as business travel.

An automobile personally owned by an employee and authorized for business use will be compensated when actually driven for such purpose and will be reimbursed a fixed amount of NGN20 per km. Mileage should be fully documented as to date, starting location, ending location, persons visited, the business purpose, and the business miles.

For business-related use of a private vehicle, travelers will be reimbursed for the actual mileage driven (shortest or most convenient route directly to and from business destination) at the standard mileage rate. Mileage reimbursement covers fuel, maintenance, transportation and operating costs. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance.

If a personal vehicle is used primarily for the convenience of the traveler and the approved travel is to a location more than 100Km beyond the point of origin, reimbursement will not exceed the lesser of the following:

- a. the cost of per-mile reimbursement plus tolls; or,

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- b. the round-trip airfare between the nearest commercial airport serving the origin and destination cities, plus transfer costs to and from the airport.

### 2.2.4. Other

Rail or bus transportation may be used when required by the destination or by business necessity. The reimbursement for use of surface transportation in lieu of air travel, when not a business necessity, is limited to the lower of actual costs or regular coach fare available for the location of travel from a standard commercial air carrier.

#### 2.2.4.1. Taxis

*Taxis should be used when other reasonable and less expensive forms of transportation are not readily available. In traveling away from home, overnight living accommodations should to the extent practicable, be selected so as to eliminate or minimize the need to use taxis or other local transportation. When taxis are used, they should be shared to the maximum extent possible by employees traveling together on FAROF business. A receipt for the fare charged must be obtained by the taxi driver.*

Taxis should only be used where there is no suitable public or private transport and/or where heavy goods have to be transported.

All local taxi journeys should be pre-booked through Reception using contract firms only.

Taxis should not be taken for journeys within walking distance, in the interests of staff safety, taxis may be used in place of walking or public transport only if a staff member is travelling alone in unfamiliar surroundings.

If you have to work late (after 9pm) through no choice of your own, on an occasional (i.e. less than 60 occasions per year) and irregular basis, taxi travel home can be reimbursed in the following circumstances only:

- where public transport has stopped running
- where it is unreasonable to expect you to use public transport because infrequent availability or poor reliability of service will result in a substantially longer journey than normal
- transport is interrupted by strike action
- where taxis cost less than other means of transport

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**Taxi fares will be reimbursed only where the line manager is satisfied that such costs have been necessarily incurred. However, it should be noted that travel by taxi acts as a substitute to public transport, so any tip to the driver should not be claimed.**

### **2.3. LODGING**

Lodging reimbursement is limited to the actual/reasonable cost of a single room plus applicable taxes. Travelers are expected to seek standard lodging accommodations that are comfortable, convenient, meet the business need, and offer good value.

#### Workshop/Conference Travel

Travelers attending FAROF conference, meeting, retreat, seminar, symposium, or an event that involves attendee travel, and staying overnight, may receive a conference lodging allowance at a pre-determined FAROF maximum rate. Such travelers will be reimbursed the actual amount incurred for lodging up to the conference lodging allowance.

For FAROF business purpose only, Reimbursement of local travel from hotel to commercial airline terminal to board a flight and vice versa will require reimbursement, at the rate of NGN30 per Km, while for international travels from hotel to commercial airline terminal to board a flight and vice versa will require reimbursement, at the rate of NGN50 per Km or at taxis fee rate, which will require a receipt.

#### **2.3.1. MEALS AND INCIDENTAL EXPENSES**

##### Meals

The employee should normally select restaurants which are reasonably priced for the locality and which are consistent with normal living standards. Receipts must be attached for all meals purchase while on business.

Business related meals for customers or with other employees must be described as follows: date, amount, place and explanation of nature of business. A list of names of those entertained must be included. A receipt is required for all entertainment expenses regardless of the amount. Business conferences over meals may be reimbursed with proper approval. Wine and bar tabs are reimbursable only if they are associated with a business meeting and are not excessive. Entertaining other employees, unless for stated business purpose, is not a reimbursable expense.

All FAROF travelers will be reimbursed for their reasonable and actual expenses incurred for meals and incidental expenses. Itemized receipts are required for expenses in excess of NGN10, 000. When an itemized receipt is not available, travelers may submit a brief

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explanation of why an itemized receipt could not be submitted, description of meal expenses, and a certification that no alcohol is included in the reimbursement request. Reimbursement for meals that are not supported by itemized receipts or alternate documentation will be limited to the maximum NGN10,000.

### Group/Shared Meal Costs

Reimbursement requests which include meal expenses for other travelers must identify the name and business affiliation of the other travelers. The cost must be reasonable for the number of participants, and if any charges for alcoholic beverages were included, they must be submitted on a separate receipt, or clearly identified (including applicable taxes and tip) when a separate receipt is not possible.

### Alcohol

The moderate purchase of alcohol for a group event or shared business meal may NOT be reimbursed or reimbursed with prior approval of FAROF management, but may not be charged to a Federal award. Approved expenses for alcohol will be paid out of FAROF' limited unrestricted funds.

<b>Subsistence (inclusive of VAT)</b>	<b>NGN Rate</b>	<b>%</b>
Overnight accommodation	10, 000-25, 000	50%
Breakfast	500-1, 500	3%
Lunch	1, 000- 2,500	5%
Evening meal	1,000-2, 500	5%
Total		63%

We will reserve 37% as miscellaneous for unforeseen circumstance and refundable back to the Finance Office if not used. All listed Items above require a receipt.

### **2.3.2. OTHER**

A claim for an unusual or uncustomary travel expense must be supported with an explanation of the need for the expense.

#### **2.3.2.1. Business Entertainment**

Business entertainment is limited to the cost of meals and beverages furnished in a hotel dining room or a restaurant.

Since the presumption is made by FAROF that entertainment is not related to FAROF's business, it is generally necessary to demonstrate that such expenses are associated with the active conduct of FAROF's business. Therefore, such entertainment must have either directly preceded or followed a bona fide business

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discussion. Since FAROF must be prepared to substantiate this expense, the following information is required when reporting FAROF expenses:

- a) Date and place of entertainment
- b) The party's name, title and firm must be stated on the Travel Expense Report.

### **2.3.2.2. Long Distance Calls**

Employees traveling on FAROF business are permitted a reasonable number of telephone calls home to verify arrival at destination, make arrangements for returning home, and to take care of urgent personal matters which cannot wait.

Frequent FAROF business travelers will be provided a calling card for long distance and local phone calls while traveling on business. The calling card should be used whenever possible.

When an employee is traveling five or more days, a cell phone is given or a single personal call home for a limited time is acceptable for domestic travel. On an overseas trip, telephone charges are considerably higher cost, and discretion should be used. When necessary due to an emergency, a call on minimum time basis may be made. Most hotels in foreign locations impose a surcharge on telephone calls. These surcharges can be as much as 40% of the basic charge. Therefore, employees are encouraged to make calls, including allowable calls, from FAROF locations to take advantage of the lower cost.

### **Cellular Phones**

#### **Telephone usage**

Telephone calls made while travelling on business should be reasonable in quantity and cost. Where possible, you should avoid using hotel telephones as they incur considerable surcharges.

If you are travelling overseas and have been issued with a mobile phone, you should contact CHATS before your trip to arrange international access for the duration of your trip.

If you have not been issued with a mobile phone, and anticipate that you will need to make business-related calls, you should either purchase phone cards or use your own personal mobile phone. The daily subsistence rate of NGN4.00 (NGN10.00 if overseas) includes personal expenses for ad hoc expenditure like telephone calls, and this amount should be sufficient for the majority of claims. Where costs are in excess of the subsistence rate, FAROF will refund the cost of receipted phone cards or the actual cost of calls made on a personal mobile phone provided the calls claimed are individually listed and costed.

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Cellular phone expenses are reimbursable on a monthly basis as follows:

For all other employees:

- a) Business related calls only.

The following items are not reimbursable:

- a) Initial purchase, lease or installation of cellular phones.
- b) Personal calls.
- c) Answering services on cellular phones.

A copy of the cellular phone bill with all business related calls high-lighted must accompany your Expense Report.

### **2.4. TRAVEL ADVANCES**

- (1) A travel advance is given to offset expected out-of-pocket expenses that will be incurred in conjunction with a trip.
- (2) Corporate credit cardholders are not eligible for a domestic travel advance.
- (3) Travel advances must first be reviewed and approved by the Program Manager authorizing the travel.
- (4) Travel advance is not permitted for Non-FAROF employees
- (5) A travel expense report should be submitted within two weeks of the traveler's return.
- (6) A traveler must reconcile an outstanding travel advance before he/she will be issued any reimbursement (travel or another business-related expense), except when a second trip starts within five working days of the first. Upon termination of employment, all employees must promptly reconcile all outstanding advances.
- (7) Failure to account for a cash advance within 120 days will result in the following:
  - Travel advance privileges will be suspended.
  - The advance will be reported as taxable income to the Internal Revenue Service.
  - The traveler continues to be responsible for clearing the advance.

#### **2.4.1. Cash Advances**

Upon Request, frequent FAROF business travelers will be given an advance to provide funds for authorized future FAROF expenses. Advances will only be given to employees traveling on FAROF business.

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A cash advance of up to NGN10,000 per day of travel on FAROF business may be requested by completing a Check Request for Cash Advance.

All requests for Travel Advance must be approved and submitted to the Accounts Payable Department at least (3) business days prior to the traveler's departure.

Any excess of advanced funds over expenses must be remitted promptly with the expense report. Delinquent notices will be sent on advances that have not cleared within thirty (30) days from issue date. You may not request any further advance if you currently have an advance outstanding that has not been resolved.

### **2.4.2. Miscellaneous**

FAROF does not pay for dry cleaning expenses while on a trip of any kind. However, where circumstances require these services, these expenses will be reimbursed. Please document your explanations on the Expense Report.

### **2.5. Receipts (Proof of Payment)**

FAROF request that receipts for all expenditures be submitted, and receipts must be submitted for all expenses. FAROF will not reimburse expenditure without a receipt.

### **2.6. LOCAL TRAVEL**

Employees are only allowed to claim the amount over and above their normal commuting expenses (this includes transportation and meals). Exceptions need to be explained and documented.

#### **2.6.1. Travels within communities in a state/district**

Travels within state(from one community to another) to attend meetings or workshops for employee or program Team will be charged at NGN50 per km, only on approval to attend workshop from line Manager, or FAROF will provide other means of transport to such an employee to attend meeting.

## **3. REIMBURSEMENT PROCEDURES**

- (1) All travelers seeking reimbursement should complete [FAROF travel retirement report form](#). The form should be requested from FAROF Finance Unit subject to the approval to travel.
- (2) It is FAROF' policy to electronically pay, travelers requesting reimbursement should provide their bank information for payment by wire transfer. (Bank

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information needed includes: bank name, city, beneficiary account name, and beneficiary account number.)

- (3) If a third party is designated to receive 100% of the reimbursement, we do not make payments to multiple payees.
- (4) Travel reports should be filled out by the traveler and substantiated with **original** receipts (excluding airline tickets). Should an original receipt not be available or if a receipt is missing, to be considered for reimbursement, the traveler must provide a written memo explaining the circumstances.
- (5) All expenses must be itemized and reported on the travel expense voucher, using the actual exchange rate charged by a vendor (e.g., bank or credit card company) or clearly identifying the exchange rate(s) used by the traveler. The required receipts should be attached to the travel expense voucher and individually labeled (hotel, meal, taxi, etc.).
- (6) After completing the expense report, please forward it to FAROF Finance unit for payment. Expense reports should be submitted within two weeks of return from travel.
- (7) Expenses submitted for reimbursement 30 days or more after the ending date of travel must include a written justification for the delay in submission.
- (8) Travel funding may no longer be available if reimbursement requests are not submitted in a timely manner. If travel support is no longer available under a specific award, expenses submitted for reimbursement after expiration of the award will not be processed.
- (9) Expenses submitted for reimbursement 90 days or more after the ending date of travel are not eligible for reimbursement and will not be processed.

## **4. ALLOWABLE AND UNALLOWABLE TRAVEL-RELATED COSTS**

### ***Allowable Costs:***

- (1) Business office expenses (copy services, postage, etc.)
- (2) Meetings and conferences, the primary purpose of which is the dissemination of technical information are allowable. This includes the cost of meals, transportation, rental of facilities, speakers' fees and other items incidental to such meetings or conferences.

Reimbursement for meeting costs must be substantiated by the following, as applicable:

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- (a) The purpose of the event or the meeting;
  - (b) The agenda for the topics of discussion at the event or the meeting;
  - (c) A list of attendees and their affiliations
- (3) Relocation costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than 12 months) of an existing employee or upon recruitment of a new employee are allowable.

### ***Unallowable/Non-Reimbursable Costs:***

- (1) Entertainment costs including amusement, diversion, and social activities and any costs directly associated with such costs such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities
- (2) Fees for the use of fitness facilities
- (3) Expenses related to vacation or personal days
- (4) Loss or theft of personal funds or property
- (5) Parking tickets or traffic violations
- (6) Recreational expenses
- (7) Spouse's or dependents' transportation, lodging and meal expenses
- (8) Alcohol (non-reimbursable for other than approved group business meals)

## **5. EXPENSE REPORT**

FAROF regulations require that traveling personnel maintain an adequate record for each trip and post all pertinent information in support of each expenditure (who, what, why, when and how much). Expense Reports are due no later than thirty (30) days of first expenditure incurred.

Entertainment expenses incurred in the process of completing FAROF business objectives should be supported by receipts for all expenditures and documentation detailing dates and places of entertainment, names and number of people involved, business relationship of all involved, business purpose, and amount of each separate expenditure. All names should be listed including those of other FAROF's employees, unless it is a group clearly identified by title. The date, nature of the business, and participants in the related discussion preceding or following the entertainment must be shown.

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### Business Expenses

#### Employee's Responsibilities

- 1) Use good judgment when incurring activities expenses. Consider less expensive alternatives to a trip such as conference call.
- 2) Submit expense claims (expense reports) within 7 days for trips requiring air and or overnight travel. Expense reports may be submitted every two weeks if on an extended business trip. Advanced purchases of airline tickets may be expensed in advance if the charge card bill is received before the trip.
- 3) Obtain appropriate approval signatures, including exception approvals when required.
- 4) Provide accurate actual expense details on the appropriate Corporate form for reimbursement. Adequate documentation includes daily recording of actual expenses by categories. All required fields must be completed with original receipts.
- 5) Use FAROF contracted travel agencies for all airfare, automobile rental, and lodging, except if such agencies declines in quality delivery of service. Although FAROF does not currently have specific agencies, but can recommend for employee, agencies that are less expensive.
- 6) Adhere to meal guidelines.
- 7) When possible schedule travel 14-21 days in advance.
- 8) Obtain pre-approval for travel on a Travel Authorization Form.
- 9) Please be sure that your expense reports are properly approved by your line officers
- 10) Exception approval is required if employee business expense is not clearly in accordance with policy. Any of these conditions require exception approval:
  - a. Unusual expense
  - b. Expense could possibly appear to be inappropriate
  - c. Expense exceeds guidelines
  - d. Expense reports not submitted in a timely manner
  - e. Photocopy/inadequate/missing receipt
- 11) Exception approval consists of signature normally required plus the signature of the Senior Manager or his/her designee.

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- 12) Approving manager may not be a direct or indirect, beneficiary of the expense being approved. For example, an expense report for business meetings must be approved by the next highest level of management not in attendance.
- 13) Receipts are required for reimbursements of all authorized business expenses. The receipt must identify the name of establishment, date, actual amount incurred, description, and receipt of payment. Items considered non-receptacle such as house keeping/porter tips and some highway tolls can be reimbursed without a receipt. Photocopies and missing receipts require exception approval. Telephone receipts should include phone detail identifying business from personal calls.
- 14) Field employees are required to obtain approval from their respective managers before submitting expenses for reimbursement.

### **5.1. Approver's Responsibilities**

- 1) Ensure all expenses are reasonable, in support of business goals, and in accordance with Company policy.
- 2) Approve expenditures for which no direct or indirect benefit (e.g. in attendance at the meeting) was received.
- 3) Only authorize reimbursement for air, car, and hotel expense if booked through the agency under contract.
- 4) Cost effective management of business expenses.

### **5.2. Finance Department's Responsibilities**

- 1) Return all expense reports requiring additional substantiation.
- 2) Expense reports must be received no later than 5:00 p.m. every Monday for processing and checks processed and delivered to employees the following Monday.
- 3) Review expense reports for appropriate cost center codes, approving manager's signature and calculation accuracy.

## **6. HEALTH AND SAFETY WHEN TRAVELLING**

FAROF Health & Safety procedure

- a. you must take reasonable care for your health and safety.
- b. You should ensure you are fit to undertake the journey in question, and consult a doctor first if there is any doubt.

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- c. FAROF's travel insurance does not cover any travel taken against the advice of a medical practitioner.

### **7. GRATUITIES/STIPENDS**

The payment of tips and gratuities are limited to those situations and services where such payments are normal practice. The amount of percentage of any gratuity paid should not exceed that which is reasonable and customary for the particular type of category of service. The range of **10-20%** is considered applicable to most forms of services, including consultancy service. Our consultancy services are interpreted in the ranges between NGN 15, 000- NGN25, 000 per day service rendered. This rate is based on Donors policy order

<b>Subsistence (inclusive of VAT)</b>	<b>NGN Rate</b>	<b>Measurement</b>
Consultancy fee	15, 000-25, 000	Per day

The following are **not** reimbursable:

- Annual credit card fees
- In-room or in-flight movies
- Personal reading materials
- Airline, hotel and car rental club memberships
- Restaurant count club memberships

### **Travel Insurance**

FAROF Travel Accident Insurance Policy covers both local and international travels, which is provided at no cost to the traveler, cost are covered only to staff traveling on FAROF Official business, either domestically or abroad, not for a traveler's personal business. Injuries on the job, may be covered by the workers compensation statute.

Other insurance plan covered by FAROF can be seen on [FAROF Insurance Procedure Manual](#)

### **8. INTERNATIONAL TRAVEL**

#### **8.1. Traveller profiles**

If you expect to travel outside Nigeria at least once per year, you must submit a 'traveller profile' to the Admin and Finance Department to ensure that your details and preferences are adhered to when making reservations.

## **FAROF Travel Policies and Procedures**

The traveller profile assists the FAROF in enhancing and safeguards the welfare of travellers, especially during times of crisis management. It is your responsibility to ensure that your traveller profile is up-to-date, and that any changes are communicated to FAROF.

### **8.2. International risk assessment**

Prior to travel, you should find out about the country you are travelling to, local customs and laws in relation to behaviour and conduct. You must not travel to countries where a travel alert has been issued by the Foreign and Commonwealth Office (FCO) ([www.fco.gov.uk](http://www.fco.gov.uk)).

You should avoid unlicensed transportation, observe security and safety announcements, and avoid exposure to any undue risk. Deliberate exposure to danger is not covered by FAROF's travel insurance.

### **8.3. Passports and visas**

You are responsible for obtaining your own passport.

### **8.4. Vaccinations**

Travelling to different climates and environments can expose you to disease and health risks. You should visit your GP in the first instance to check whether any vaccinations or other preventative measures are required - vaccinations should normally be carried out by your GP, or an appropriate travel clinic. Vaccination costs can be claimed via the expenses system.

If you knowingly refuse medical advice, FAROF cannot be held responsible should an incident occur.

### **8.5. Air**

FAROF does not have specific Agency for Air Ticket, but seek other agencies to get the lowest logical fare, for the air class entitlement, is applied and negotiated special deals are maximised.

### **8.6. Airline class of entitlement**

All international travellers must travel by the lowest logical fare. 1<sup>st</sup> Class travel is prohibited and travellers must provide justification to their Director or CEO before booking Business Class.

### **8.7. Foreign currency**

International travellers are responsible for arranging their own foreign currency prior to their journey and for converting unused foreign currency back to Naira in Nigeria (unless the traveller is planning another journey). This includes anticipated funds for business use and any money the traveller may require for personal use.

### **8.8. Medical cover and insurance provisions**

## **FAROF Travel Policies and Procedures**

This section highlights the availability of medical treatment and insurance provisions available to staff when on official FAROF business.

Comprehensive annual travel insurance is arranged by the Facilities team. Please request a copy of the **FAROF insurance policy** before you travel for the first time you travel (it is also provided to consultants as part of their contracts). It is your responsibility to familiarise yourself with this policy.

### **8.9. International Meal and Accommodation**

FAROF international travel lodging and meal rate is calculated as:

<b>Number of Persons</b>	<b>Meal Rate(NGN)</b>	<b>Accommodation(NGN)</b>	<b>Amount per days(NGN)</b>
1	15, 000	55, 000	70,000

Meal will be at N15000 for breakfast, lunch and dinner.

I.e. Breakfast = NGN5000  
Lunch = NGN5000  
Dinner = NGN5000

## **9. AUTHORISATION**

Expense claims must be approved by the employee's immediate line manager or the next highest authority (see below). No employee is authorised to approve their own, a peer's, or a superior's travel expense form.

<b>Claimant</b>	<b>Authoriser</b>
Chief Executive	Director of Finance and Admin
Executive Directors	Chief Executive
Direct reports to Chief Executive	Chief Executive
Staff up to and including Grade 8	Line Manager or above

## **10. RECEIPTS**

All expenditure must be supported by an itemised receipt. Receipts are not required for mileage claims.

## **11. SUBSISTENCE**

Subsistence shall be paid at the rates as detailed below. These rates do not apply to FAROF employees who may be required to visit other FAROF offices but applies to

## FAROF Travel Policies and Procedures

FAROF employees who may be required to visit other FAROF sites in another region/state.

<b>Subsistence (inclusive of VAT)</b>	<b>NGN Rate</b>	<b>Overseas</b>
Overnight accommodation (B&B)	10, 000-25, 000	Reasonable costs will be permitted <i>see note 5</i>
Breakfast <i>see note 1</i>	500-1, 500	
Lunch <i>see note 2</i>	1,000-2,500	
Evening meal <i>see note 3</i>	1,000-2, 500	
Refreshment During Workshops	1,500-3, 000	
Personal incidental expenses <i>see note 4</i>	NGN4 per Min	NGN10.00 per min.

### *Note 1 (Breakfast)*

Overnight accommodation should include breakfast. Subsistence for breakfast will only be paid where the traveller has an early start to their business travel with the above ranges.

### *Note 2 (Lunch)*

Subsistence for lunch will not be paid if lunch was provided as part of the business activity.

Subsistence for lunch will only be reimbursed where:

- An employee attends an external event where lunch has not been provided, or travelling to an external event/site on FAROF business
- The business activity involves absence from FAROF sites for more than 4 hours
- Special dietary requirements are not met at external events

### *Note 3 (Evening meal)*

Subsistence for an evening meal will only be reimbursed where:

- A business activity involves an overnight stay and dinner has not been provided
- An employee returns home late from an external business related activity and it is reasonable to expect the employee to have had an evening meal (excluding activities held on FAROF sites)

Subsistence payments do not cover alcoholic drinks.

Refreshment during Workshops: this is a combination of tea-break and lunch expense and Trainees will not be budgeted for additional tea break and lunch

### *Note 4 (Personal incidental expenses)*

Personal expenses for telephone calls, newspapers and other incidental costs incurred when an employee is absent from their normal place of work on FAROF business. This

## **FAROF Travel Policies and Procedures**

subsistence can be claimed for each 24-hour absence. Receipts are not required but should be provided if obtained.

### *Note 5 (Overseas subsistence)*

Reasonable receipted costs will be reimbursed for meals.

### **11.1. Mileage rates**

FAROF rates for mileage will be subjected to Donors approval.

<b>Item</b>	<b>Mileage</b>	<b>(NGN)Rate</b>
Inter state	1km	50
Within communities	1km	30

Mileage is paid for business related travel in accordance with this policy.

You cannot claim mileage to your usual place of work if you are working overtime at weekends or on days when you do not normally work.

\* Passenger must be FAROF employee or working on behalf of FAROF.

## **12. CASH ADVANCE**

We recognise that you may be required to meet expenditure from your own funds before claiming reimbursement from FAROF. This may be on items such as meals or taxi fares, or job-related expenses like professional memberships that must be paid in advance and then claimed on expenses.

### **Foreign currency**

Where expenditure has been made in a foreign currency, the value to be claimed must use the exchange rate quoted by <http://www.xe.com/>

### **Expenses which are reimbursable through the expenses system**

The following expenditure, when incurred on FAROF business, can be claimed through the expenses system:

Inter-site mileage	According to mileage
Business mileage	Actual mileage reimbursed
Public transport	Actual cost reimbursed
Taxi costs	Where contract taxi service not available
2nd Passport cost	Applicable only to staff who frequently travel overseas as part of their normal duties
Vaccinations	Where recommended - for overseas travellers
Accommodation costs	Reimbursable for business use only
Internet access	Reimbursable for business use only

## FAROF Travel Policies and Procedures

Low cost travel – rail/bus/subway	According to mileage
Telephone calls on personal phone	Actual cost provided calls are business related, individually listed and costed (as per telephone bill)

### Expenses which are not reimbursable

The following expenses will not be reimbursed by FAROF. This is not an exhaustive list.

Passport renewal (except 2 <sup>nd</sup> passports)	Clothing/clothes purchase/hire
Parking fines	Car washing and valeting
Childcare costs	Vehicle maintenance or repair
Flowers or gifts for staff reward or absence	Dry cleaning or laundry
Tips of any kind*	Personal credit card fees or interest
Office/IT equipment or supplies**	Personal grooming
Car hire over sees	Bus tours/sightseeing
Promotional supplies/prizes	Souvenirs
Home phone or broadband costs	Costs relating to corporate events

## 13. TAX AND NATIONAL INSURANCE

FAROF holds a dispensation (this is an exemption for expenses not being subject to tax) for allowable business expenses supported by a receipt. It is imperative that you adhere to this policy and contact Payroll about any queries before incurring expenditure.

If you incur an expense not covered by this policy, the expense may not be paid, or you might be liable for tax and national insurance.

You can use the following numbers to contact the (Federal Inland Revenue Service) about any personal tax or National Insurance issue.

**Phone:** 08159490008

FAROF's employer's reference **TIN Number is 17816007-0001**. You should have your National insurance number available.

You can also find helpful information on the FIRS website <http://www.firs.gov.ng>

**Annexes A.....**

## **FAROF Travel Policies and Procedures**

### **14.1 Admin Service Duty Travel Daily Subsistence Allowance (DSA)**

1. **Daily subsistence allowance (DSA)** comprises the organization's total contribution towards such charges as lodging, meals, gratuities, transport cost from place of lodging to the first place of official business, and vice versa, and other payments made for personal services rendered.
2. DSA is applicable for staff members on authorized official travel and for non-staff members when their travel is organized and paid by FAROF. For non-staff members it shall be on the basis of the standards established for staff members, except where otherwise expressly provided in the terms of their contract.
3. DSA shall be paid for periods away from the duty station, during which the traveller is on official travel status. Such periods include authorized rest stopovers and stopovers that are part of the approved official itinerary.
4. If the traveller has a stopover in the approved official itinerary that is seven (7) hours or more in duration they are entitled to reimbursement for meals and accommodation at the stopover point. To receive reimbursement for expenses at the stopover place the traveller must obtain receipts with the travel claim. Total meal expenses cannot exceed the total percentage of the non-accommodation portion of the DSA for the respective location of the stop over. The total expenses (accommodation plus meals) claimed for the stopover point cannot exceed the DSA rate for the locality.
5. For travel on initial appointment, reassignment and repatriation, DSA shall be paid only for authorized rest stopovers when travel is organized and paid by FAROF. In these instances DSA is payable for authorized stopovers while the traveller is en-route to his/her destination. Refer to the guideline on the route, mode and standard of accommodation for information on rest stopovers.
6. DSA shall be paid in accordance with the schedule of rates established and periodically reviewed by FAROF
7. The payment of DSA shall be subject to the conditions specified in the table below. DSA is only paid upon arrival at the traveller's destination (i.e. DSA is not paid for the period while the traveller is en-route to the destination). DSA is not paid for the day on which travel is concluded or for overnight travel on a plane. This includes flights which arrive and depart on the same day the travel concludes.

**FAROF Travel Policies and Procedures**

<b>Length of Mission</b>	<b>Mission involves</b>	<b>DSA</b>
Less than 24 hours	Night away from traveller's residence	Full DSA.
	Does <b>not</b> involve a night away from traveller's residence	No DSA if mission including journey time lasts <b>less than 10</b> hours from the time of departure from the point of origin to the time of return to the port of entry. 40% of DSA if mission including journey time lasts
		<b>10 hrs or more.</b> This applies to round trip journeys completed the same day with no overnight travel. No DSA for a visit to a project site in the vicinity of the regular duty station or within commuting distance/35-mile radius.
24 hours or longer	Night(s) away from traveller's residence	A full day's DSA for the day on which the traveller arrives at the destination, at the rate applicable to the place where the traveller spends the night; If the traveler has an overnight flight and arrives at their place of accommodation prior to check-in they are entitled to claim reimbursement for early check-in. The same guideline applies when the departure at the destination necessitates late check-out. The actual cost for the accommodation will be reimbursed to a maximum of 50% the applicable DSA rate for the location via the travel claim; A full day's DSA for each successive period of 24 hours from midnight to midnight (measured by local times, ignoring time-zone differences);

- Travellers taking indirect route who are otherwise eligible for a stopover (on the basis of the travel time by the most direct route) shall be entitled to such stopover with appropriate DSA not to exceed the DSA at the stopover by the most direct route.

**Use of Green Hotels**

- Travellers are encouraged to stay at “green” hotels, where available. Green hotels demonstrate in a coherent and credible way that the environmental impact of the

## FAROF Travel Policies and Procedures

hotel's operations is minimized, including aspects of waste management, cleaning services, sustainable food options, energy efficiency measures, resources consumption and local transport. Offices are encouraged to arrange locally corporate preferential rates in "green" hotels in the most frequent destinations.

### Reduced DSA Rates

10. When a traveller is provided free overnight accommodation and/or meals by a philanthropist, a government and related institutions, or by an airline, reduced DSA shall be paid as follows:

Inclusion		DSA Reduction
Overnight accommodation is provided		50%
Meals are provided	Breakfast	6%
	Lunch	12%
	Dinner	12%
If overnight accommodation and meals are provided*		80%

\*The remaining 20% DSA is for miscellaneous expenses including transport cost from place of lodging to the first place of official business, and vice versa. Or gratiuties.

### Non-standard DSA Rates

12. In some locations, there may be non-standard rates of DSA, for example for certain higher-price hotels that have not been used for establishing the regular DSA rate.
13. There are three types of non-standard DSA rates used in exceptional circumstances: ad hoc, supplementary and special rates at select hotels identified in the ICSC circular.
14. Special hotel rates of DSA shall be paid only in exceptional circumstances, and with prior approval. Special rates of DSA shall be paid only in situations where the traveller has no alternative but to stay in a hotel for which a special rate has been established. The special rate shall be paid only upon presentation of

## **FAROF Travel Policies and Procedures**

received hotel bills and a certification from a senior FAROF official that accommodation could not be obtained from lower-price hotels. When accommodation is shared special rates of DSA cannot be claimed, and therefore should not be claimed by travellers or reimbursed.

### ***Ad Hoc DSA***

15. For conferences, meetings, training courses and other events that take place at facilities where the total cost of meals, accommodation and incidentals differs significantly from the regular DSA for the location, an ad hoc DSA rate may be established by Office of Human Resources/Bureau for Management Services upon request from the organizing office well in advance of the event. The calculation of this special ad hoc DSA rate shall be based on the actual room and meal costs at the facility used, taking into account any special package arrangements that may have been made by the organizers.
16. For groups of 20 or more participants, the organizing office is required to make arrangements for preferential rates for hotel accommodation for participants.

### **Supplementary DSA**

18. Supplementary DSA is a supplement to the established DSA where significantly higher accommodation costs are incurred with adequate justification. **This supplement is not an automatic entitlement and shall be paid only under exceptional circumstances.**
19. Due to lack of more economical accommodation, when a traveler is required to use accommodation that costs significantly more than the specified room percentage approved by Donor, a supplementary DSA shall be considered for the difference between the cost of accommodation, including room tax and service charge, and the specified room percentage of the DSA.
20. Supplementary DSA shall be paid only upon presentation of receipted hotel bills and a certification from a senior official of FAROF that no other good commercial hotel accommodation was available. When accommodation is shared, supplementary DSA cannot be claimed by travellers or reimbursed.

### **DSA for Travel by Automobile, Train, or Boat**

## **FAROF Travel Policies and Procedures**

22. When traveling by automobile, travellers are expected to travel as far as is possible each day, normally, for a daily minimum distance of 300 kilometers. DSA for each day shall be paid on the basis of the rate for the city in which the overnight stopover is made. When traveling by automobile, train or boat, DSA shall not be reimbursed in excess of the total amount for travel expenses which would have been payable if the journey had been made by the most direct and economical route by air, if such means are available.

### **DSA for Official Business While on Annual Leave**

23. If a staff member is authorized to carry out official business while on annual leave outside his/her duty station, he/she shall be entitled to 100 per cent of the applicable DSA rate, and the time spent on official business shall be recorded as an absence on official business.

### **DSA for Official Business While on Home Leave**

24. If a staff member is required to carry out official business while on home leave, he/she shall normally be entitled to DSA as follows:

Official business at the officially recognized home leave place:

**50 per cent** of the applicable rate, if hotel accommodation is not secured; **100 per cent** of the applicable rate, if he/she provides a receipted hotel bill.

Official business at a place in the home country other than the officially recognized HL place:

**100 per cent** of the applicable rate.

### **DSA for Annual Leave While on Travel Status for Official Business**

25. For extended assignments outside the duty station of one or more months, a maximum of 1.5 days DSA per month shall be paid for annual leave taken in respect to each completed month for which a staff member is on travel status for official business.
26. DSA shall not be paid in respect of the 1.5 days leave (referred to above) taken **at the conclusion of mission activities** on an assignment, prior to the staff member's return to his/her duty station.

### **DSA for Official Business When Annual Leave is Taken Prior to the Start of Business Travel or Post the Completion of Business Travel**

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27. If annual leave is taken prior to the start of official travel, DSA is paid effective the day of arrival in the destination for business once annual leave status has ceased.

**Example:** If a New York based staff member's official mission is in Bangkok June 10 to 14 and she elects to take annual leave June 7 to 9 and travel to Bangkok early, DSA will be paid effective June 10, the official start of the mission. If annual leave is taken post the completion of business travel DSA is paid for the days of official business and not for the day travel would have concluded had they not taken annual leave.

### **DSA on Sick Leave during Official Travel**

28. DSA shall continue to be paid during periods of sick leave while on official duty travel under certain conditions. Sick leave of three days or more must be supported by a medical certificate. If the staff member is hospitalized, however, only one-third of the applicable DSA shall be paid.

### **DSA for Extended Periods of Official Business**

29. When a staff member is assigned to a duty station other than his/her regular duty station for a period of less than one year, different rates apply for the first 60 days, days 61-120 and days after 120.
30. These extended period rates are payable during any one tour of duty away from the regular duty station. A tour of duty is an assignment at one location, continuous or otherwise, or which may be interrupted by official travel to other locations not involving the traveller's return at UNDP expense or to resume duties at the staff member's regular duty station. Each tour of duty away from the regular duty station shall be counted separately for purposes of determining the applicable rates.

**14.2. Journey Manual:** this is in a separate document