



**Initiative pour la Promotion
de la Famille et du Genre
(IPFG)**

Travel Cost Policy

Version issued May 2019

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List of Abbreviations

Abbreviation	Abbreviation in Full
HAF	Head of Administration and Finance
Frw	Rwanda Francs
Kms	Kilometers
NGO	Non-Government Organization
IPFG	Initiative pour la Promotion de la Famille et du Genre
RGB	Rwanda Governance Board
USD	United States Dollars

1. Aim and Scope

IPFG is a Local Organisation created in 1998 with the aim of improving the socio-economic conditions for women by supporting agricultural, small business and livestock activities in Nyamagabe and Nyaruguru Districts. From this period up to now, the Organization is trying to assist small farmers especially women in combating poverty notably with farming and breeding. All of its members are anxious about the welfare and the complete development of the family based on the gender equality and the participation of the man and the woman in all programs which aim to reinforce fairness and democracy.

The Board of Directors require that IPFG be well managed and supervised to ensure that donor proceeds are used only for the purposes for which the funds were granted, with due regard to economy, efficiency and sustainable achievement of the project's development objectives. In order to achieve equitable allocation of donor travel costs, it has been found necessary to develop this Travel Cost Policy. This will further strengthen open and honest dialogue with donors on the funding and/or resources required. The purpose of travel and mission procedures is to ensure that:

- All travel and missions, international or otherwise is adequately planned for in advance;
- All travel and mission expenses are properly authorized and expenses are incurred at the correct rates;
- All travel and mission advances should be properly, promptly and completely accounted for before they are expensed; and
- All donor requirements relating to travel are adhered to.

This Policy is neither exhaustive nor static. The policy will be reviewed annually upon changes in the funding partners' contributions, agreements and/or change in program activities.

2. General travel procedures

2.1 Travel requisition and approval process

Employees who must travel for official business outside their duty station must fill a Travel Requisition Form which must be duly authorized by the Coordinator.

2.2 Accounting for travel or mission advances

Employees who must travel for official business outside their duty station may request a Travel Advance which must be duly authorized by the Coordinator and processed by the HAF at least two (2) working days before the travel commences.

The amount of the Travel Advance will be based on the total estimated cost of transport, and other related expenses, and the Per Diem rates in effect at the time, for the duration of the trip.

For all trips made, the employee must submit a Trip Report to the Coordinator within seven (7) calendar days of returning from the trip, noting the activities undertaken according to the planned Scope of Work. Within seven (7) calendar day of returning from the trip, the employee must submit

an Expense Report for approval by his/her supervisor, detailing expenses incurred on a daily basis, accompanied by official receipts. Upon presentation of the Expense Report, the employee must immediately repay any balance of unused travel advance to the HAF. If the employee's legitimate business expenses exceeded the amount advanced, he/she will be reimbursed as soon as the Expense Report has been approved by Coordinator and processed by the HAF. Late submission of Expense Report to settle a Travel Advance risks being disallowed and deducted from the employee's monthly pay.

3. Travel cost policies

3.1 Transportation

A. Air travel

Air travel for official business will be arranged by the Head of Administration and Finance, with authorization from the Coordinator.

For domestic official travel, employees must obtain the approval of the Coordinator and complete a Travel Request Form as far in advance as possible. The request for the Coordinator shall be approved by the Chairperson of the Board of Directors

For international air travel, employees must complete the Travel Request Form as far in advance as possible, to be approved by the Coordinator. All International travel shall be approved by the Coordinator and Chairperson of the Board of Directors. IPFG will cover the cost of employee passport renewals and visas only if and when required for official business travel. No other expenses other than those listed above are reimbursable unless authorized in advance by the Coordinator

B. Office vehicles and motor cycles

Vehicle/Motor cycle use

IPFG's vehicles/Motor cycles are to be used in the service of the organization's achievement of its vision and mission. Only the Coordinator of the organization has the authority to permit personal use of an organizational vehicle. Such permission must be provided in writing and put on file within the operations department.

Vehicle/Motor cycle use includes vehicle movements for official purposes and/or authorized personal use of vehicle. This specifically refers to anyone driving an IPFG vehicle/Motor cycle property or rented- that involves IPFG responsibility or expenses. The various categories of drivers include:

- Some staff members will drive IPFG vehicles because they have been given permission for official and /or for personal purposes
- Others drivers since they have been hired as drivers
- Both types of drivers are subject to this manual's policies to reinforce a safe, appropriate and cost-efficient vehicle/Motor cycle fleet.

Vehicle/Motor cycle control and maintenance

In general, vehicle/Motor cycle management includes the monitoring of maintenance, repair and fuel costs. Specific monitoring tools have been developed to assist managers in determining costs so that remedial action can be taken to increase cost-effectiveness.

All drivers are asked to observe the routine morning maintenance check fluid level (Engine, Brake oil, tyre usage and air pressures, Battery voltage, seat belts, steering, lights, indicators, wipers and washers are working properly. The best time for doing these checks is in the morning before starting the day's work. The driver or a mechanic should not start a vehicle without ensuring that the checks listed above have been made and necessary corrective action initiated. All individuals authorized to operate a IPFG vehicle must familiarize themselves with the various mechanized components and the way to operate vehicles for the type of vehicle they drive.

The HAF is responsible for ensuring that all IPFG vehicles have regular maintenance monitoring and follow-up of vehicle maintenance costs. In case of repeatedly and constant repair needs for specific vehicles, he/she is required to report it to the Coordinator and recommend action to be taken.

Regular vehicle servicing is typically carried out after 3000 Kms run for fluid changes/engine inspection and 6000 Kms for filter cleaning or as per manufacturer's recommendations. Motor cycles service will be carried out after 1,500 Kms. Drivers are responsible for alerting the HAF of upcoming service needs for their respective vehicles about 500 Kms before the next regularly scheduled service.

Before sending vehicles to the garage for regular maintenance, the HAF has to give his/her approval. The cost for repair has to be reasonable.

Vehicle/Motor cycle movement controls

The HAF is responsible for the following:

- An appropriate use of logbooks. All data required by the Log sheet are properly filled;
- Regular control of Log sheet for accuracy.
- The Fuel log sheet includes : the Brand of the vehicle/Motor cycle, its number plate, the date of the trip, departure km, arrival km, the purpose of the trip, the driver's name and the observation to be filled for administrative purpose

All drivers have to complete vehicle/Motor cycle Log. Failure to complete all entries in vehicle Logbook may lead to disciplinary action.

Fuel Management

The supervisor of the drivers shall ensure the following controls:

- Fuel log sheet have been prepared for each vehicles/Moto cycle for being filled by drivers.

- Fuel log sheet will be checked on a monthly basis to monitor the use of fuel per vehicle/motor cycle.
- The use of vehicle/motor cycle for fieldwork is to be done according to the approved vehicle/motor cycle use request.
- When requesting fuel, there will be need to record the following information: date of request, number of liters requested, type of fuel requested, current vehicle/cycle odometer reading and driver name.
- The Fuel Usage Report is a management tool, which measures fuel efficiency for each vehicle. The Report will provide gross average Kilometer (KM) covered per liter consumed the reported period. The report shall also provide the Kilometers analysis per project to help in the allocation of fuel costs to the project.
- The Report is to be prepared by the supervisor of the drivers and submitted to the HAF every month.

C. Public transportation (Bus, Moto and Taxi)

When personal vehicles are not available, or it is determined that alternative means of transport would be more efficient and cost-effective, employees may be authorized to use Taxi services or public transportation for official trips. Authorization to use taxi or public transport must be obtained in advance from the Coordinator.

In circumstances where it is not possible to get advance approval for the use of Taxi or public transportation for official trips, the employee will need to pay up-front and then seek reimbursement for the expense, providing the necessary justification and authentic receipts (or sufficient alternative documentation) for approval by Coordinator. The approval for the Coordinator's requests shall be given by the chairperson of the Board of Directors.

Transport allowances are divided into 4 categories depending on District of departure and destination. These categories reflect in a simplified way the distance between the district where the beneficiary normally works to the district where the field work is taking place. The table below summaries the categories and amount of transport allowances (see Appendix 3 below):

Category	Transport allowance Per round trip Frw
Category 1	5,000
Category 2	10,000
Category 3	15,000
Category 4	20,000

Transport within Urban areas during late hours or remote area will be reimbursed at a rate of between Frw 2,000 and Frw 2,500. The organisation will reimburse upto Frw 5,000 for round trip use of Taxi within Kigali or as per the Yego cabs actual billing.

D. Private vehicles

Use of an employee's personal vehicle may be permitted for official IPFG business in circumstances where it is determined that use of personal vehicles will be more cost-effective than other means of transport and where no other option exists. This must be pre-approved by the Board of Directors upon justification by the employee and recommendation from the Coordinator. In such cases, employees must record the actual mileage driven and will be reimbursed using the Rwanda Utilities Regulatory Authority (RURA) established mileage rates in effect at the time.

E. Car hire

Third party vehicle hire

In exceptional circumstances, employees may seek approval from the Coordinator to hire vehicles to carry out official business. In such circumstances, employees must liaise with the HAF and comply with standard procurement procedures whereby price quotations will be sought and a service contract issued, signed by the Coordinator. Approval for the Coordinator shall be given by the Chairperson of the Board of Directors

IPFG vehicle hire to third parties

From time to time, IPFG staff and members may wish to hire IPFG vehicles and/or motor cycles for personal use. The staff hiring will be required to make a formal request to the Coordinator. The odometer reading at the time of taking over the vehicle and time of returning will be recorded and the distance of utilisation charged to the borrower. The following rates will apply for charge to be accounted for as other income for IPFG:

Description	Charge rate/Km Frw
Motor vehicle	400
Motor cycle	200

The borrower shall incur the cost of fueling the vehicle and he/she will return the vehicle/cycle as it was. Any vehicle/motor cycle hire should take into consideration the specific donor requirements if the asset was bought using donor funds.

3.2 Accommodation

Where the employees spend the night out of their normal working duty station, a daily per diem or mission allowance shall be provided. However, where the donor or other sponsor has provided for the accommodation and paid directly to the hotel, the mission allowance rate shall exclude any costs that have already been catered for to avoid duplication

3.3 Per diems/mission allowances

This is a payment to employees travelling away from their place of work on international travel; or domestic travel when a set distance/time away from the office. The per diem will cover expenses which are incurred while travelling. Per diem do not require the production of receipts and is given

prior to the journey. A staff is considered being on mission when he/she has to work for at least 5 hours over 30 km away from his usual workplace

No employee will go for a mission without a written approval of the Coordinator and or his/her delegate. Employees on IPFG business will be paid a per diem to cover meals and accommodations for distant missions, and a day allowance for missions in and around Kigali city. Transport will be provided in kind or otherwise local special hire and public taxi hire rates will apply.

Per Diems for travel within Rwanda

Description	Per Diem/Day Frw
Breakfast	2,500
Lunch	5,000
Dinner	5,000
Accommodation (All other towns)	15,000
Accommodation (Musanze, Rubavu, Kigali, Huye)	30,000

However, the above rates will not apply whenever the donor decides to pay for the costs directly (e.g. to the Hotel). Once paid directly, the staff will only be allowed to claim Per diem or incidental of Frw 3,000 per day. The amount for breakfast will only apply where the staff has been out of usual workplace before 0700 hours. The amount for dinner will only be eligible if the staff has been out of usual workplace after 1900 hours).

Per Diems for travel outside Rwanda

Missions abroad should be facilitated by IPFG. These will be approved on need basis by the Board of Directors. The currency of calculation will be in US Dollars.

3.4 Travel insurance

IPFG will provide adequate travel insurance for employees for the duration of work related travel. Adequate insurance means that reasonable cover is provided in the event that an employee on a work related journey became unwell, suffered a medical incident involving hospitalization or required medical evacuation. It also includes cover for the loss, damage or theft of work or personal items during the covered period and in line with the insurance policy. IPFG’s travel insurance is not designed to cover extreme sports or high risk leisure activities or to take the place of private medical insurance. The Coordinator is responsible through his management team to ensure that adequate insurance is provided for nationally contracted employees who engage in travel.

Appendices

Appendix 1: sample travel requisition form

ORDRE DE MISSION N°

Délivrée à Mme, Mlle, M.....
Fonction.....
Service.....
Objet de la mission.....
.....
Départ de (lieu et date).....
Retour à (lieu et date).....distance :.....
Véhicule :.....chauffeur:.....
Destination.....Quantité carburant :.....
Durée de la mission.....
Indemnités journalières.....
Indemnités totales.....

Pour établissement
Nom de l'intervenant

.....

Pour vérification
Nom de l'intervenant

.....

Délivré à le.....

Le Coordinateur

Attestation départ / arrivée :
Nom, signature, date, heure et cachet

Arrivée à

Départ-le.....

Appendix 2: Sample fuel request form



I.P.F.G
Initiative pour la Promotion de la Famille et du Genre
B.P: 06 Gikongoro
Tel:(+250) 785762446
E-mail: ipfg2002@gmail.com

FUEL REQUEST FORM

Project title: _____

Code/budget line:.....

Date:...../...../.....

Destination:

Purpose:

.....
.....
.....

Quantity:

Prepared by:
Names:.....
Signature:

Checked by:
Names:.....
Signature:

Approved by:
Names:.....
Signature:

Appendix 3: Travelling allowances table in according to Districts of Rwanda

SN	District	City of Kigali	Huye	Karongi	Musanze	Nyagatare	Rubavu	Rusizi	Bugesera	Rwamagana	Burera	Gakenke	Gatsibo	Gicumbi	Gisagara	Kayanza	Kamonyi	Kirehe	Muhanga	Ngoma	Ngororero	Nyabihu	Nyamagabe	Nyamasheke*	Nyanza	Nyaruguru	Ruhango	Rulindo	Rutsiro
1	Bugesera	2	3	3	3	4	4	4	1	3	4	3	3	3	4	3	3	4	3	3	3	4	4	4	3	4	3	3	4
2	Burera	3	4	4	2	4	3	4	4	4	1	2	4	2	4	4	4	4	4	4	4	3	4	4	4	4	4	3	4
3	Gakenke	2	3	3	2	4	4	4	3	3	2	1	4	2	4	3	3	4	3	4	4	3	4	4	3	4	3	2	4
4	Gasabo	1	2	2	2	3	3	4	2	2	3	2	3	2	3	2	2	3	2	2	2	3	3	4	2	3	2	2	3
5	Gatsibo	3	4	4	4	2	4	4	4	2	4	4	1	4	4	2	4	3	4	2	4	4	4	4	4	4	4	4	4
6	Gicumbi	2	4	4	3	4	4	4	3	3	2	2	4	1	4	3	3	4	3	3	3	3	4	4	3	4	3	2	4
7	Gisagara	3	2	3	4	4	4	4	4	4	4	4	4	4	1	4	3	4	3	4	4	4	3	4	2	3	3	4	4
8	Huye	2	1	3	4	4	4	4	3	3	4	3	4	4	2	4	2	4	2	4	3	4	2	4	2	2	2	3	4
9	Kamonyi	2	2	3	3	4	4	4	3	3	4	3	4	3	3	3	1	4	2	3	3	4	3	4	2	3	2	2	3
10	Karongi	2	3	1	4	4	3	4	3	3	4	3	4	4	3	4	2	4	2	4	3	4	3	4	3	4	2	3	2
11	Kayanza	2	4	3	4	2	4	4	3	2	4	3	2	3	4	1	3	2	3	2	4	4	4	4	3	4	3	3	4
12	Kicukiro	1	2	2	2	3	3	4	2	2	3	2	3	2	3	2	2	3	2	2	2	3	3	4	2	3	2	2	3
13	Kirehe	3	4	4	4	3	4	4	4	3	4	4	4	4	4	3	4	1	4	2	4	4	4	4	4	4	4	4	4
14	Muhanga	2	2	2	3	4	3	4	3	3	4	3	4	3	3	3	2	4	1	3	2	3	3	4	2	3	2	3	3
15	Musanze	2	4	4	1	4	2	4	3	3	2	2	4	3	4	4	3	4	3	4	4	2	4	4	3	4	3	2	4
16	Ngoma	2	4	3	4	3	4	4	3	2	4	4	3	3	4	2	3	2	3	1	4	4	4	4	4	4	3	3	4
17	Ngororero	2	3	3	4	4	2	4	3	3	4	4	4	3	3	4	2	4	2	4	1	2	4	4	4	4	3	3	4
18	Nyabihu	3	4	4	2	4	2	4	4	4	4	3	4	3	4	4	3	4	3	4	3	1	4	4	3	4	3	3	3
19	Nyagatare	3	4	4	4	1	4	4	4	2	4	4	4	4	4	2	4	3	4	3	4	4	4	4	4	4	4	4	4
20	Nyamagabe	3	2	3	4	4	4	4	4	4	4	4	4	4	3	4	3	4	3	4	4	4	1	4	3	1	3	4	4
21	Nyamasheke	4	4	4	4	4	4	2	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	1	4	4	4	4	4
22	Nyanza	2	2	3	3	4	4	4	3	3	4	3	4	3	2	3	2	4	2	4	3	4	3	4	1	3	2	3	4
23	Nyarugenge	1	2	2	2	3	3	4	2	2	3	2	3	2	3	2	2	3	2	2	2	3	3	4	2	3	2	2	3
24	Nyaruguru	4	2	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	1	4	4	4
25	Rubavu	3	4	4	2	4	1	4	4	4	4	3	4	4	4	4	4	4	4	4	3	2	4	4	4	4	4	3	3
26	Ruhango	2	2	3	3	4	4	4	3	3	4	3	4	3	2	3	2	4	2	4	3	4	3	4	1	3	2	3	4
27	Rulindo	2	3	3	2	4	3	4	3	3	3	2	4	2	4	3	2	4	3	3	3	3	4	4	3	4	3	1	4
28	Rusizi	4	4	4	4	4	4	1	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
29	Rutsiro	3	4	2	4	4	3	4	4	4	4	4	4	4	4	4	3	4	3	4	4	4	4	4	4	4	4	4	1
30	Rwamagana	2	3	3	3	2	4	4	3	1	4	3	2	4	4	2	3	3	3	2	3	4	4	4	3	4	3	3	4
31	City of Kigali	1	2	2	2	3	3	4	2	2	3	2	3	2	3	2	2	3	2	2	2	3	3	4	2	3	2	2	3

Appendix 4: sample summary of vehicle consumption report

Véhicule	Plaque d'immatriculation	Distance durant le mois (Kms)	Consommation moyenne du mois (Kms/lit)	Qté carburant consommé (Lts)	Prix Unitaire (FRW)	Valeur consommée (FRW)	Remarques
1.							
2.							

Pour clôture de la fiche :
Responsable du service demandeur

Pour vérification :
Responsable du Administratif et Financier

Pour visa :
Coordinateur

Signature et Date

Signature et Date

Signature et Date