



## Per Diem and Travel allowance policy

January 2020

Badabon Sangho's team members may travel outside of project areas in order to perform assigned duties and responsibilities. Outside of project areas may include place in-country or outside of country to implement field activities, to participate in training, workshop, seminar, exposure visit, meeting for official reasons. Project areas includes the district/upazila where the team member is posted for performing her/his duties and responsibilities.

Outside of Badabon Sangho's working areas:

01. The rate of Per-diem and travel expenses– outside the project area is as follows:

Grade	Per-diem (24 hours/above 12 hours)	Accommodation Dhaka and other district	Designation of team members	Mode of transport entitlement
01	800.00	Actual	Chairman, Executive Committee member, Executive Director, Senior Manager	Any available transport, Air, Rent-A-Car, Office vehicle
02-03	600.00	Actual but not exceeding Tk. 1,000.00	Manager	First Class launch, A/C bus, train,
04	500.00	Actual but not exceeding Tk. 1,000.00	Officer	First Class launch, Non A/C bus, train
05	400.00	Actual but not exceeding Tk. 800.00	Support staff, Night guard, Driver	First Class launch, Non-A/C train and bus

Within the Badabon Sangho's working areas:

02. The rate of Per-diem and travel Expenses – Inside the Badabon Sangho's working areas (district/upazila) where other projects are implemented are as follows:

Grade	Per-diem (24 hours/above 12 hours)	Accommodation	Accommodation Dhaka and other district	Designation of team members
01	600.00	Actual	Chairman, Executive Committee member, Executive Director, Senior Manager	Any available transport, Air, Rent-A-Car, Office vehicle
02-03	500.00	Actual but not exceeding Tk. 500.00	Manager	First Class launch, A/C bus, train,
04	400.00	Actual but not exceeding Tk. 400.00	Officer	First Class launch, Non A/C bus, train
05	350.00	Actual but not exceeding Tk. 300.00	Support staff, Night guard, Driver	First Class launch, Non-A/C train and bus

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### Notes:

1. The breakdown of the per-diem i.e. 20% for breakfast, 40% for lunch and 40% for diner costs.
2. If the team member stay in a hotel, actual bill shall be produced and which shall not exceed limit mentioned above. If s/he do not stay in hotel. S/he will get 50% as accommodation entitlement for grade 2-5. In such case grade-1 team members will be entitled for accommodation costs.
3. If sponsoring organization provide food (Breakfast, Lunch & Diner) and accommodation. In that case team member will not entitled for per-diem for the particular period. However Badabon Sangho will pay per-diem for travel days only according to the time period (24 hours/above 12 hours)
4. If any sponsoring organization provides per-diem for travel day also then team member will not entitled for the per-diem on that days.
5. If the personnel stay in a Hotel. Actual bill should be produced but reimbursement will not exceed the above mentioned limit. No claim will be entertained without any original supporting document of Hotel. The accommodation entitlement is exclusive of vat and any GOBs taxes.
6. The calculation of the per-diem allowance would be depends on hours. If team members spend more than 24 hours then entitled for full per-diem, less than 24 hours, entitled for breakfast/lunch/diner considering the time and hours. More details, if tour hour less 12 hours but more than 7 hours will entitle for lunch only. If any team member travel at night and total tour period in less than 24 hours s/he will get per-diem for one day (24 hours). If any team member travel at night s/he cannot claim any hotel expenses for accommodation.

### Travel Rules and other Regulations:

- 1) Travel Approval should be undertaken from the respective supervisor by using travel approval form.
- 2) Travel report must be submitted before finalizing the said tour bill (Driver and service people for not applicable).
- 3) Travel time will be calculated as per departure time stated in the movement register (whether the team member leave from office/home with approval of supervisor) and arrival time (whether the team member back office or home).
- 4) If any team member stay for more than 15 days at any particular place travel rules and per diem rate will not be applicable. The management in conjunction with rule will make a special contract with the concerned employee.
- 5) Supporting documents/original bills of actual transport and accommodation should be produced.
- 6) All team member should avail the direct route and most appropriate mode of transportation for travel to the place of destination and supporting documents of travel should be related with travel period.

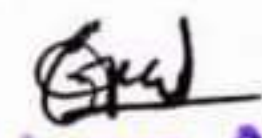
  
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- 7) Local transport (Bus/Taxi CAB/CNG/Rickshaw etc.) cost will be reimbursed when it deems necessary and depending on the circumstance.
- 8) If any team member transfer other branch/district office s/he get claim that day per Diem and other actual transport bill.
- 9) If any team member travel other country s/he get per diem tk.2000 thousand per day and produced actual bill of air & hotel bill, based on the conditions of sponsoring organisation.



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