

Effective as from 1 January 2018

EXPENSE ALLOWANCES FOR TRAVEL AND ACCOMMODATION POLICY

1 INTRODUCTION

Travel plans must be authorised before expenditures are made. For each planned trip, employees must complete and sign an official advance and/or requisition form that includes all the information necessary to calculate the estimated trip cost. This advance/requisition form must be approved by the relevant Coordinator and/or the Director. Employees will not be reimbursed for unauthorised costs.

Where applicable, the staff member has to submit the reconciled form within 5 days after his or her return to office.

This policy distinguishes between two types of allowances to which employees are entitled, namely

- Out of town allowance (S&T)
- Accommodation allowance

2. OUT OF TOWN ALLOWANCE (S&T)

Out of town allowance or S&T will be paid for each night an employee spends away from his/her home under the following conditions:

2.1 When attending Centre organised events or attending to clients in other towns.

2.2 When attending an event organised by another institution and for which no *per diem* is payable. Such an event must have strong relevance to the work of the Centre and attendance must be authorised in writing by management.

2.3 No allowance will be paid if an employee attends an event out of personal interest. This will be the case even if such an employee is not required to take leave for the duration of that period.

2.4 No receipts will be required for out of town allowances.

2.5 Any Coordinator or the Director may withhold authorisation for payment of out of town allowances on good cause shown.



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2..6 Out of town allowance or S&T will be paid irrespective of whether food is provided or not. The only time it will not be paid by LAC is when the inviting organization is paying S&T. If the rate is less than the LAC's rate applicable from time to time proof of the inviting organisation's rate must be provided and LAC will pay the difference.

The following rates for out of town allowance or S&T are currently applicable:

- Within Namibia and South Africa, N\$300 per night
- Private accommodation, N\$150 per night
- Other African countries and Overseas travel US\$60 per night or equivalent thereof in Namibian dollars depending on the exchange rate at the time. The traveling person(s) is then responsible for changing the money to the appropriate currency.

3. ACCOMMODATION ALLOWANCE

3.1 The Centre pays for accommodation in the event of a Centre organised event.

If accommodation can be arranged privately, it should be the first option. Where private accommodation is used, a daily allowance as outlined above shall be paid to the employee to contribute towards the expenses incurred by the host. No receipts will be required.

3.2 Use of hotels should be avoided as far as possible. Where a hotel has to be used, accommodation costs should be within reason and be kept to a minimum. Receipts should be produced in all instances where hotel accommodation has been used.



4. GENERAL

The Director shall, from time to time, in consultation with the Coordinating Committee, determine the daily rates for out of town and accommodation allowances and this shall be communicated to staff.

All expense claims must be duly authorised in writing and a payment requisition form must be completed, indicating the dates for which an allowance is claimed.

If the expense claim is for more than 14 days, prior authorisation should be sought from the relevant Coordinator or the Director.



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