



Protect - Promote - Defend

Lesbians, Gays, and Bisexuals of Botswana

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## TRAVEL GUIDELINES

### Annexure to the Finance and Human Resource Policy

#### 1. Introduction

These guidelines are used in line with the following documents:

- 1.1. LEGABIBO Human Resources Policy (2016)
- 1.2. LEGABIBO Finance and Procedures Manual (2016)
- 1.3. LEGABIBO Code of Conduct
- 1.4. LEGABIBO annual budgets
- 1.5. BURS regulations
- 1.6. Botswana Employment Laws.

The sections herein as far as possible specify the terms of travel and related reimbursements. The following are the guidelines and practices of travel-related activity, cost and claims. The policy aims at providing reasonable comfort to employees to ensure the effective discharge of their duties while on official travel.

#### 2. Principles of responsibility and accountability

(as prescribed in Financial policy & guidelines)

- 2.1. All changes to these guidelines must be duly considered, consulted and approved to take effect;
- 2.2. The LEGABIBO Senior Management Team (SMT) can propose changes to the policy where such changes are necessary in order to improve them, and to ensure relevance and practicality.
- 2.3. The proposed policy revision will be reviewed by the Executive Committee/LEGABIBO Board.
- 2.4. Per diem rates are reviewed annually by the Executive Secretary/Chief Executive Officer (CEO), and presented to the Executive Committee/LEGABIBO Board.
- 2.5. Per diem rates are set on the basis of LEGABIBO's annual budgets;
- 2.6. The per diem rates are kept relative to rates applied in other similar African civil society organizations.
- 2.7. The rates are not inflated beyond what is considered reasonable and appropriate for a not-for-profit organization, as evidenced, inter alia, by the criteria set out in sections above.
- 2.8. All travelers and Managers bear responsibility for cost-effective business 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 Finance.



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- 2.9. 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.

### 3. Disbursement of per diems

- 3.1. LEGABIBO staff, without exception, will follow the same policy, procedure and practices across all programmes;
- 3.2. No employee should be 'out of pocket' (have business expenses that are greater than the reimbursement received) as a result of a LEGABIBO approved business related trip;
- 3.3. Per Diems can only be claimed following a work related, and fully sanctioned trip that is:
  - 3.3.1 away from an employee's or consultants' place of residence (city/town/village);
  - 3.3.2 requires a minimum of one night of accommodation;
- 3.4. Special provision, or stipend, can be made for consultants or staff who spend a full day on a field trip, provided this has prior approval from a member of the Senior Management Team and/or an Office Manager as per LEGABIBO organogram;
- 3.5. Where possible, accommodation and transport are paid directly to the supplier and are not included in the disbursed per diem;
- 3.6. The local rates are as follows
  - 3.6.1 Breakfast BWP50.00 per person per day
  - 3.6.2 Lunch BWP120.00 per person per day.
  - 3.6.3 Dinner BWP150.00 per person per day
  - 3.6.4 Incidentals BWP80.00 per person per day
- 3.7. These rates will apply only to local travel
- 3.8. All travel outside of Botswana will follow the International per diem rates and also guided by LEGABIBO annual budgets.
- 3.9. Officers travelling outside of Botswana for/on behalf of LEGABIBO are encouraged to take advantage of scholarships and other funding opportunities offered by donors and other partners.
- 3.10. Where a portion of the per diem is paid by a donor or partner convening a meeting, LEGABIBO will disburse the balance of the per diem where they do not meet international per diem rates, subject to the availability of funds.



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- 3.11. For all program related activities that include travel, a budget line for per diem must be included in the activity budget.
  - 3.12. 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. Photocopies and missing receipts require exception approval. Telephone receipts should include phone detail identifying business from personal calls.
- 4. Deductions to per diem claims**
- 4.1. All LEGABIBO staff, and consultants on a LEGABIBO contract, will use the LEGABIBO policy on deductions, unless otherwise instructed by a donor, or in cases where funds are paid directly by a donor with no cost to LEGABIBO;
  - 4.2. Incidentals do not include expenses for work related transport, phone calls or other work related costs that are to be claimed separately;
  - 4.3. Deductions are made on the basis of mealtimes (breakfast, lunch and dinner), and these are defined relative to the hour of day in the following manner:
    - 4.3.1 Breakfast: 06:00 – 09:00 am
    - 4.3.2 Lunch: 13:00 – 14:00 pm
    - 4.3.3 Dinner: 18:00 – 20:00 pm
  - 4.4. Deductions shall be made for commencement of travel in the following manner:
    - 4.4.1 If an officer leaves their place of residence or, where relevant, office before 06:00 am, no breakfast will be deducted;
    - 4.4.2 If an officer leaves their place of residence or, where relevant, office before 13:00 pm, no lunch will be deducted;
    - 4.4.3 If an officer leaves their place of residence or, where relevant, office before 6:00 pm no dinner will be deducted;
  - 4.5. Conversely, deductions shall be made for end of travel in the follow manner:
    - 4.5.1 If an officer arrives back at their residence or, where relevant, office before 09:00 am, breakfast must be deducted;
    - 4.5.2 If an officer arrives back at their residence or, where relevant, office before 14:00 pm, lunch must be deducted;



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4.5.3 If an officer arrives back at their residence before 20:00 pm, dinner must be deducted;

4.6. The per diem rate is worked out solely on the basis of the destination rate(s), including any days spent on transport from one location to another;

4.10. The LEGABIBO claim sheet should be used for all per-diem or travel related claims;

4.11. All work related expenses, including per-diem claims, should be approved by Finance and Administration Manager.

## 5. The use of private vehicles;

5.1. It is permissible to use private vehicles for business trips, provided

5.1.1 no cheaper and more convenient means of transport is available;

5.1.2 the vehicle is fully roadworthy and lawful;

5.1.3 the type of vehicle used is consistent with the nature of travel, e.g. gravel road, or other adverse driving terrain;

5.1.4 If convenient and financially viable, vehicle rental services can also be considered;

5.2. LEGABIBO accepts no legal responsibility, liability or insurance costs related, in any manner, to the use of private vehicles;

5.3. LEGABIBO will compensate the use of private vehicles in relation to the rates set for the costs of mileage use of a sedan vehicle.

5.4. Mileage should be fully documented as to date, starting location, ending location, persons visited, the business purpose, and the business miles/distance travelled.

## 6. Accommodation;

6.1. All travel should procure accommodation based on clean and safe environs, proximity to venue, target or office being visited, Wi-Fi access, and per night cost;

6.2. The cost of accommodation may not exceed BWPI000.00 (including VAT) per night, and where possible, lower rates should be used or negotiated;

## 7. Organizing of workshops;

7.1. LEGABIBO will have separate per diem rates for workshop participants and, where appropriate, community facilitators (see Annex I);



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- 7.2. Where possible LEGABIBO will cover all meals, venue and accommodation and will pay these directly to the supplier;
- 7.3. LEGABIBO will pay Travel day expenses (transport and meals) per person per day in cases where all workshop costs are covered, i.e. accommodation and all meals, unless a previous and cheaper practice is in place (see Annex 1). LEGABIBO Annual budgets should be taken into consideration.
- 7.4. Workshop participants will make their own way to and from the venue, unless other arrangements are made;
- 7.5. If alternative arrangements are made for pick up and drop off by LEGABIBO, an amount of BWP80.00 will be deducted from the per diems for trips of more than 10kms, and an amount relative to the local taxi rates for shorter trips;
- 7.6. It will be up to the participants themselves to work out their transportation to and from the venue;
- 7.7. Payments to participants should be made directly to the individual participant and the participant must sign acknowledgement of receipt;
- 7.8. No compensation will be made for carrying of cash, outside of the direct bank charges involved.

## **8. Overtime work and compensation**

- 8.1. The laws of Botswana apply and take precedence;
- 8.2. It is practice, however, staff to take off days in lieu commensurate to the days lost as a direct result of business-related travel for LEGABIBO;
- 8.3. No member of staff or consultant may claim overtime that is not sanctioned, or has prior approval by the Executive Secretary/CEO.

## **9. Air travel;**

- 9.1. All air travel is booked as economy class unless no other option is available. The booking of a first class ticket must be approved by Executive Secretary/CEO.
- 9.2. Business and first class travel may be allowed if it is at the employee's expense. Employees who are enrolled in air travel incentive programs are permitted to use their personal upgrades along with the organization's bookings.
- 9.3. All travel reservations should be made as far in advance as possible to take advantage of available discounted airfares.



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## Annex I

### Procedure for workshops participants and facilitators

#### Procedure for Meetings & Workshops

- Support group monthly meetings: receives BWP400 per group of 20 per meeting, this is for their meeting snacks organized by themselves. Individual beneficiaries do not receive any money for attending workshops.
- Other workshops: peer education training, and Community leaders, Support group leaders: receive meals often catering or fast food and transport as these workshops often draw participants from different constituencies.

Procedure for Facilitators (key note speakers, MCs, performers, panelists)

- Workshop Facilitators receive transport, meals when they come to facilitate workshops.
- Based on LEGABIBO annual budgets and project plans Community Based Facilitators may be paid a daily rate subject to the availability of funds, when they facilitate workshops. Where they need travel to reach to beneficiaries they are provided with taxi fares.
- In certain circumstances an Honorarium may be paid for one time or short time services such as guest lectures or other speaking engagements performed on a voluntary basis to further LEGABIBO's mandate. An honorarium is paid as an expression of gratitude for the personal service provided by the individual. The payment of an honorarium is entirely at the discretion of LEGABIBO, which is not legally obligated to make such payment.

#### Staff going in the field

- When a staff member goes in the field for the whole day (but coming back to their home in the evening, the procedure described in earlier sections apply.
- Where staff are going for field activities and overnight, a per diem is claimed.

NB: In all our workshops and trainings, beneficiaries be it community, facilitators or staffs do not receive sitting allowances.

Transport and travel allowances

### LEGABIBO's Vehicles

Only employees or long-term volunteers (more than 6 months placement) with valid driver's licenses are eligible to drive LEGABIBO's vehicles on official trips.

Bookings for cars are to be made with the office of the Administrator with sufficient notice.

Logbooks shall be provided and drivers are required to log in their mileages.

Any misuse of LEGABIBO's vehicle, including any damage or loss attributed to an employee's negligence or carelessness shall constitute a disciplinary offence which may lead to an employee having to pay part of or the whole of the cost of repairs.



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LEGABIBO shall be in no way liable for any fines, charges, or other offences committed by an employee whilst driving LEGABIBO vehicle.

### **Use of private vehicles and public transport**

Where LEGABIBO vehicle is not available for an official trip, employees may be given permission to use their own private vehicles on LEGABIBO business. Written permission to use a personal vehicle has to be given by any of the Managers or the CEO/Executive Secretary.

Employees authorised to use their own vehicles shall be entitled to claim a kilometre allowance at government rates. These should be in agreement with manager and there will be a standard form to be completed prior undertaking the trip.

Employees authorised to use their own private vehicles for officially Authorised duties, must have comprehensive insurance endorsed for business use.

LEGABIBO may hire a vehicle from a car rental company or cabs for use in case of urgent need where LEGABIBO's vehicles are not available.

A car Rental Company will be engaged after: 1. Approval by Procurement Committee 2. If car hire has insurance for its vehicles.

[See procurement policy for further guidance]

## **Travel**

### **Travel by Air**

Employees of LEGABIBO who are required to travel by air on official duties shall be entitled to the economy class of air travel.

### **Travel Allowance within Botswana**

If an employee is required, by the nature of his or her duty, to spend a night, or nights, away from his or her duty station whilst engaged on official business, LEGABIBO shall pay (or reimburse) the full cost of accommodation at an approved hotel, the cost of meals taken at the hotel and other reasonable expenses.

Claims for reimbursement of travel expenses within Botswana must be supported by authenticated vouchers and receipts and must be submitted within five working days of the employee's return. A fixed per diem may be granted to cover for meals and incidentals, in which case the receipts may not be necessary. Per-diem rates shall be reviewed annually by the management and the Board. See finance policy for specifics

### **Travel Allowance outside Botswana**

The rate of subsistence allowance for employees travelling outside Botswana on official business for periods exceeding 24 hours will generally be paid in accordance with subsistence rates determined by the Botswana government for various countries. [See copy @ finance office]



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Subsistence allowance for travel outside Botswana is non-accountable and is intended to cover costs of meals, laundry and accommodation. In addition to the subsistence allowance, an employee travelling outside Botswana will be reimbursed for any other reasonable incidental expenses such as the cost of visas, airport tax, and the cost of taxis or public transport to and from airports. Such incidental expenses should be supported by receipts and vouchers or exceptionally, an honour certificate by the claimant when it is not possible to obtain receipts.

If an employee spends a night in transit from one country to another, the subsistence allowance payable shall be that applicable to the country from which the employee has departed, except in the case of any night spent in transit from Botswana, in which case the subsistence allowance shall be that applicable to the country to which the employee is going.

An employee attending a meeting, conference, or seminar outside Botswana on LEGABIBO business where the host organization provides at no expense to the employee, full accommodation and meals, the employee will not be entitled to the subsistence allowance applicable to that country. However, in order to meet out of pocket expenses such as taxis, laundry, etc. an incidental allowance is payable @ 25% of the full rate.

If you are invited to a conference, meeting or training by a donor and their per diem is less than LEGABIBO's rate then LEGABIBO will cover the difference and dependent on funds permitting.

### **Night Subsistence Allowance**

**This is only in case of emergencies:**

Employees who are required to spend a night, or nights, away from their normal duty station, and been proven beyond reasonable doubt that there is no hotel or guesthouse – They can stay in a nearby town and commute.

### **Accommodation**

Safety and standards of accommodation should be considered at all times. Employees should not book at below standard accommodation.

All travel requests must be authorized by relevant manager and be accompanied by 1) Letter of invitation; 2) authorisation form indicating relevance of travel to LEGABIBO objectives.