

Reference Document	Ministry of Economy Circular no :08 /2017 Per Diem Rates and Allowances For Overseas Travel
Commencement Date	18 January 2018
Review Date	The review date is 12 months after the commencement date and every three years after that.

POLICY STATEMENT

1 Intent

The Office of the Auditor-General (OAG), in line with its strategic theme to provide conducive/ideal workplace for staff recognises that it is important to develop per diem guideline as applicable for staff travelling overseas.

A per diem allowance is intended to recompense staff who travel on OAG duties for any additional expenditure incurred by them.

The policy is aimed to provide clear and transparent measure in the application and calculation of per diem allowance for overseas travel.

2 Scope

This policy sets out the OAG's general approach to Per Diem calculation and is applicable to all staff employed within OAG.

3 Objective(s)

This policy sets out the application criteria to be applied in the calculation of Per Diem Allowance and Transit Allowance for overseas travel.

4 Definitions and Acronyms

Policy Maker Auditor-General

Management Approval of Management Committee

5 Supporting Documents/References

Ministry Of Economy circular no 08/2017 Per Diem Rates and Allowances for Overseas Travel

6 Keywords

Per Diem Allowance

Transit Allowance

7 Supporting Procedures and Guidelines

The guidelines to this policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should Officers need clarification.

RESPONSIBILITIES	
Implementation	The Corporate Services are responsible for implementing the policy.
Compliance	All staff are responsible for complying with the policy.
Monitoring and Evaluation	The Corporate Services are responsible for monitoring and evaluating the policy.
Development and/or Review	The Corporate Services division will be responsible for developing and/or reviewing the policy.
Interpretation and Advice	The Deputy Auditor-General is responsible for interpreting and advice on the policy.



ANNEXURE 1

Definitions

1.0 Per Diem Allowance

Per Diem is a daily allowance paid to staff who travel overseas. Staff who are away on duty from their normal place of work and which makes them impossible to return to their home for the night or subsequent nights, will be paid Per Diem Allowance for that country. This does not include official travel within Fiji, where subsistence allowance may be applicable.

The allowance covers for lodging, meals, taxi and other ground transportation fees, and for other incidental expenses such as dry cleaning, laundry, phone use or Wi-Fi charges when a staff travels overseas.

Basically, it is the amount of money that a staff can spend per day on an official trip, attending work-related educational events and conferences.

However in some cases, the sponsoring partners or development bodies provide Per Diem allowance as part of the funding/sponsoring assistance.

2.0 Transit Allowance

Transit involves staying at the airport on the way to another country. Transit Allowance is given to staff on travel duty to cover meals and incidentals for the duration of the transit.

3.0 Per Diem Calculation

The office sets Per Diem calculation to be based on a number of factors. These include:

- The cost of travel related expenses at various locations,
- The length of time the staff travels away from the office, and
- The current UN per diem rate for the particular country.

The calculation of the daily allowance and transit of all staffs travelling overseas shall include all days of travel excluding date of departure from Fiji and date of arrival into Fiji.

The per diem rates are normally set from time to time and vary between different destinations and as well as varying transit during the travel. The rates prescribed by UN will be used to calculate the allowance payable to the staff, if not sponsored.

Appendix 1 is the varying scenarios for the application of the appropriate per diem rate and allowance.

4.0 Per Diem Process

Training department are responsible for obtaining the monthly per diem rates for the destination and transiting country to determine the accurate allowance payable to staff travelling overseas. The foreign exchange rates would be obtained from the OAG's personal banker.

OAG Accounts department is responsible for verifying the calculation before approval is obtained for payment of such allowance. The rates may differ from time to time and hence the exchange rate may fluctuate on the payment day.

8 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

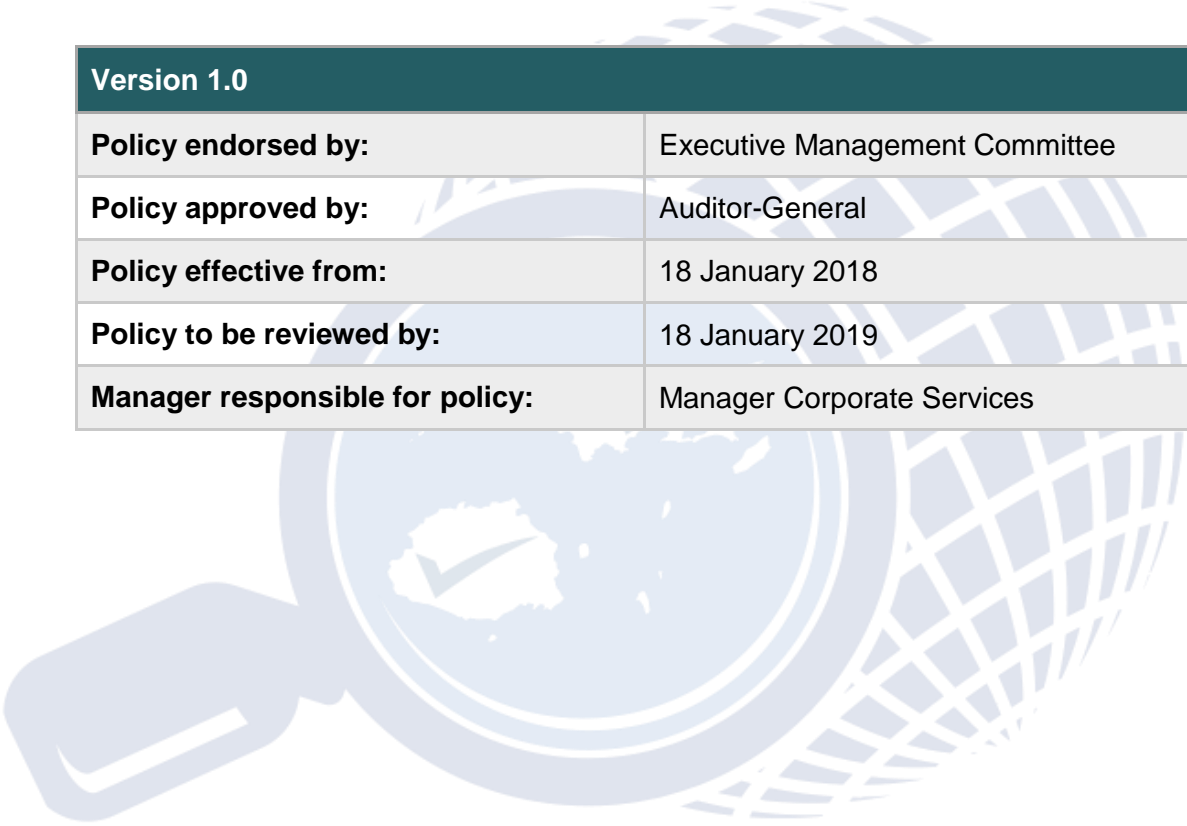
9 Who to Contact About this Policy

Any queries is directed to Deputy Auditor-General.

10 Approval

The Per Diem policy becomes effective on the date approved by the Management Committee.

11 Revision/Change Log



Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	18 January 2018
Policy to be reviewed by:	18 January 2019
Manager responsible for policy:	Manager Corporate Services

Appendix 1

The table below describes the varying scenario for the application of the appropriate per diem rate.

Section		Per diem and allowance payable
1	Auditor-General (AG)	UN per diem rate plus 15% top up
2	Fully funded trip (donor provides for air travel and per diem allowance)	<p>(a) No per diem is applicable for the trip if the donor is providing for air travel, accommodation, 3 meals and reasonable incidentals.</p> <p>(b) However, if the trip does not include accommodation, meals and incidentals, then 100% per diem will be provided</p>
3	Fully funded trip (donor provides for air travel, accommodation and 3 meals)	<p>20% of the UN per diem rate per day to cover incidentals.</p> <p>(a) For example, if the UN per diem rate is US\$200, then the calculation shall be: 20% of US\$200= US\$40 per day</p> <p>(b) For AG, the 20% of the UN per diem rate shall be calculated as 20% of the sum of the UN per diem rate plus the 15% top up. For example, if the UN per diem rate is US\$200, then the calculation shall be: US\$200 + US\$30(15% of the per diem rate) = US\$230 The amount payable is 20% of US\$230 which is US\$46 per day</p>
4	Partially funded trip (donor provides accommodation and 2 meals only)	<p>25% of the UN per diem rate per day to cover 1 meal and incidentals.</p> <p>(a) For example, if the UN per diem rate is US\$200, then the calculation shall be: 25% of US\$200= US\$50 per day</p> <p>(c) For AG, the 25 % of the UN per diem rate shall be calculated as 25 % of the sum of the UN per diem rate plus the 15% top up. For example, if the UN per diem rate is US\$200, then the calculation shall be: US\$200 + US\$30(15% of the per diem rate) = US\$230 The amount payable is 25% of US\$230 which is US\$57.50 per day</p>

5	Partially funded trip (donor provides for accommodation and 1 meal only)	<p>35% of the UN per diem rate per day to cover 2 meals and incidentals.</p> <p>(a) For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p style="text-align: center;">35% of US\$200= US\$70 per day</p> <p>(b) For AG, the 35 % of the UN per diem rate shall be calculated as 35 % of the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p style="text-align: center;">US\$200 + US\$30(15% of the per diem rate) = US\$230</p> <p>The amount payable is 35% of US\$230 which is US\$80.50 per day</p>
6	Partially funded trip (donor provides for accommodation only)	<p>45% of the UN per diem rate per day to cover 3 meals and incidentals.</p> <p>(a) For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p style="text-align: center;">45% of US\$200= US\$90 per day</p> <p>(b) For AG, the 45 % of the UN per diem rate shall be calculated as 45 % of the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p style="text-align: center;">US\$200 + US\$30(15% of the per diem rate) = US\$230</p> <p>The amount payable is 45% of US\$230 which is US\$103.50 per day</p>
7	Partially funded trip (Meals and incidentals are provided however, accommodation is <u>not</u> provided)	<p>If UN per diem rate per day covers 3 meals and incidentals (at 45% of the UN per diem rate [refer section 6]), then only accommodation will be 55% of the UN Per Diem Rate.</p> <p>If UN per diem rate per day covers 2 meals and incidentals (at 35% of the UN per diem rate [refer section 5]), then 1 meal will be provided at 25% UN Per diem Rate and accommodation at 40% UN Per Diem Rate</p> <p>If UN per diem rate per day covers 1 meal and incidentals (at 25% of the UN per diem rate [refer section 4]), then 2 meals will be provided at 35% UN Per diem Rate and accommodation at 40% UN Per Diem Rate</p>
		For AG, the above calculations apply <u>plus</u> 15% as top up on the UN per diem rate.

Section	Transit	
	Donor funded travel	
8	For donor funded travel, donor provides for transit allowance (to cover meals/ incidentals)	No transit per diem is applicable
	Donor funded travel where no transit allowance is provided	
9	Each transit point up to 3 hours	<p>10 % of the per diem rate of the transit point to cover meals and incidentals for staff below the rank of Auditor-General</p> <p>(a) For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p style="text-align: center;">10% of US\$200 = US\$20.00</p>
10	Each transit point greater than 3 hours and up to 8 hours	<p>25% of the per diem rate of the transit point to be payable to cover meals and incidentals.</p> <p>(a) For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p style="text-align: center;">25% of US\$200 = US\$50.00</p> <p>(b) For AG, the 25 % of the UN per diem rate shall be calculated as 25 % of the sum of the UN per diem rate plus the 15% top up.</p> <p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p style="text-align: center;">US\$200 + US\$30(15% of the per diem rate) = US\$230</p> <p>The amount payable is 25% of US\$230 which is US\$57.50.</p>
11	Each transit point greater than 8 hours and up to 12 hours	<p>50% of the per diem rate of the transit point to be payable to cover meals, incidentals and/or accommodation.</p> <p>(a) For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p style="text-align: center;">50% of US\$200 which is US\$100.00</p> <p>(b) For AG, the 50 % of the UN per diem rate shall be calculated as 50% of the sum of the UN per diem rate plus the 15% top up.</p>
		<p>For example, if the UN per diem rate is US\$200, then the calculation shall be:</p> <p style="text-align: center;">US\$200 + US\$30(15% of the per diem rate) = US\$230</p>

		The amount payable is 50% of US\$230 which is US\$115.00.
12	Each transit point greater than 12 hours	Full per diem rate of the transit point is applicable For AG, full UN per diem rate of the transit rate plus the 15% top up is applicable.
	Donor funded travel where no per diem for early check-in and/or check out is provided	
13	Arrival time at hotel at destination is up to 3 hours prior to standard hotel check-in time	(a) No Per diem is applicable (b) For AG full Per Diem rate plus the 15% top up is applicable
14	Arrival time at hotel at destination is more than 3 hours prior to standard hotel check-in time.	(a) Full per diem is applicable (b) For AG full per diem rate plus the 15% top up is applicable
15	Standard hotel checkout time is less than 6 hours to flight departure time	15% of the per diem rate per day is applicable (a) For example, if the UN per diem rate is US\$200, then the calculation shall be: 15% of US\$200 which is US\$30.00 (b) For AG, the 15 % of the UN per diem rate shall be calculated as 15 % of the sum of the UN per diem rate plus the 15% top up. For example, if the UN per diem rate is US\$200, then the calculation shall be: US\$200 + US\$30(15% of the per diem rate) = US\$230 The amount payable is 15% of US\$230 which is US\$34.50.
16	Standard hotel checkout time is greater than 6 hours to flight departure time	(a) Full per diem is applicable (b) For AG full per diem rate plus the 15% top up is applicable

Summary

Section		
1	Auditor-General (AG) Per Diem	15% Top up
2	Fully Funded Trip	No Per Diem
3	To cover incidentals	20% + 15% AG's Top Up
4	To cover 1meal + incidentals	25% + 15% AG's Top Up
5	To cover 2meals + incidentals	35% + 15% AG's Top Up
6	To cover 3meals + incidentals	45% + 15% AG's Top Up
7	Accommodation <u>not</u> provided	55% if 3 meals provided 40% + 2 meals 35% if 1 meal & incidentals provided 40% + 1 meal 25% if 2 meals & incidentals provided
8	Transit Paid by Donor	No Transit per diem payable
9	Transit up to 3hours	10%
10	Transit between 3 up to 8hours	25% + 15% AG's Top Up
11	Transit between 8 up to 12hours	50% + 15% AG's Top Up
12	Transit > 12hours	100% +15% AG's Top Up
13	Arrival up to 3hours prior check in	No Per Diem AG – 100% + 15% Top Up
14	Arrival more than 3hour prior check in	No Per Diem AG – 100% +15% Top Up
15	Checkout <6hours to flight departure	15% +15% AG's Top Up
16	Checkout >6hours to flight departure	100% +15% AG's Top Up