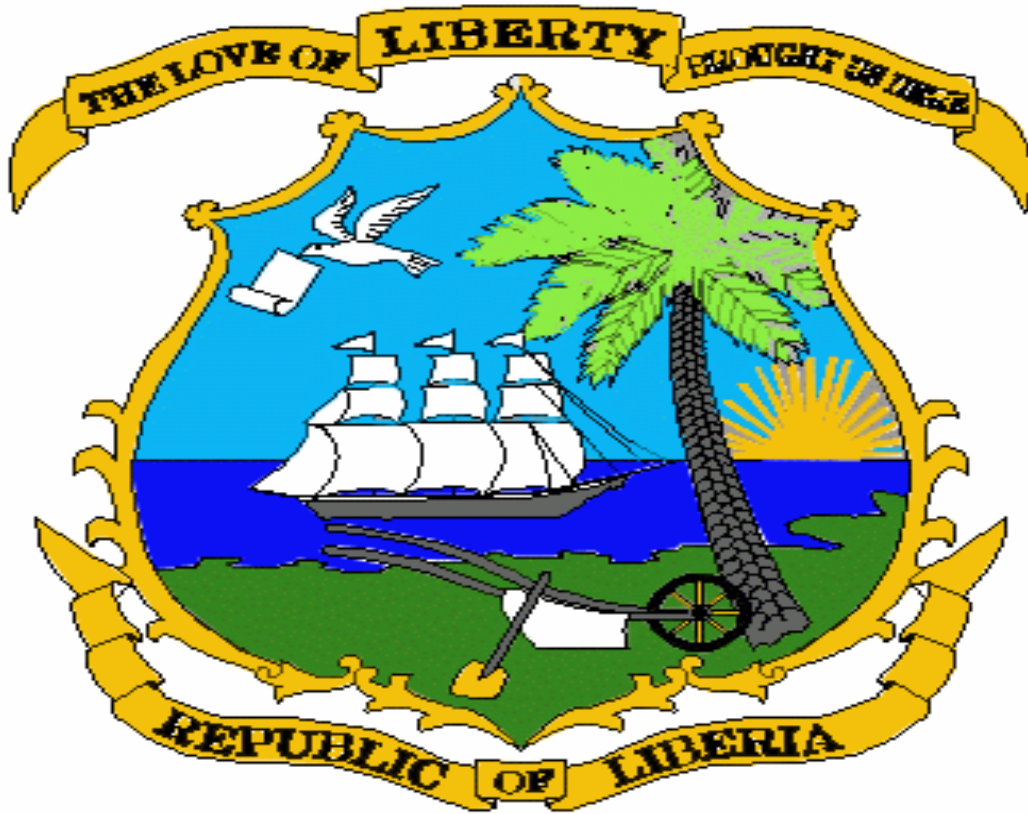


GOVERNMENT OF LIBERIA



GOL REVISED TRAVEL ORDINANCE

2016/2017

MEMORANDUM

TO : Honorable Ministers/Heads of Agencies and Commissions

FROM : Boima S. Kamara
MINISTER

DATE : June 30, 2016

SUBJECT : GOL 2016/2017 Travel Ordinance

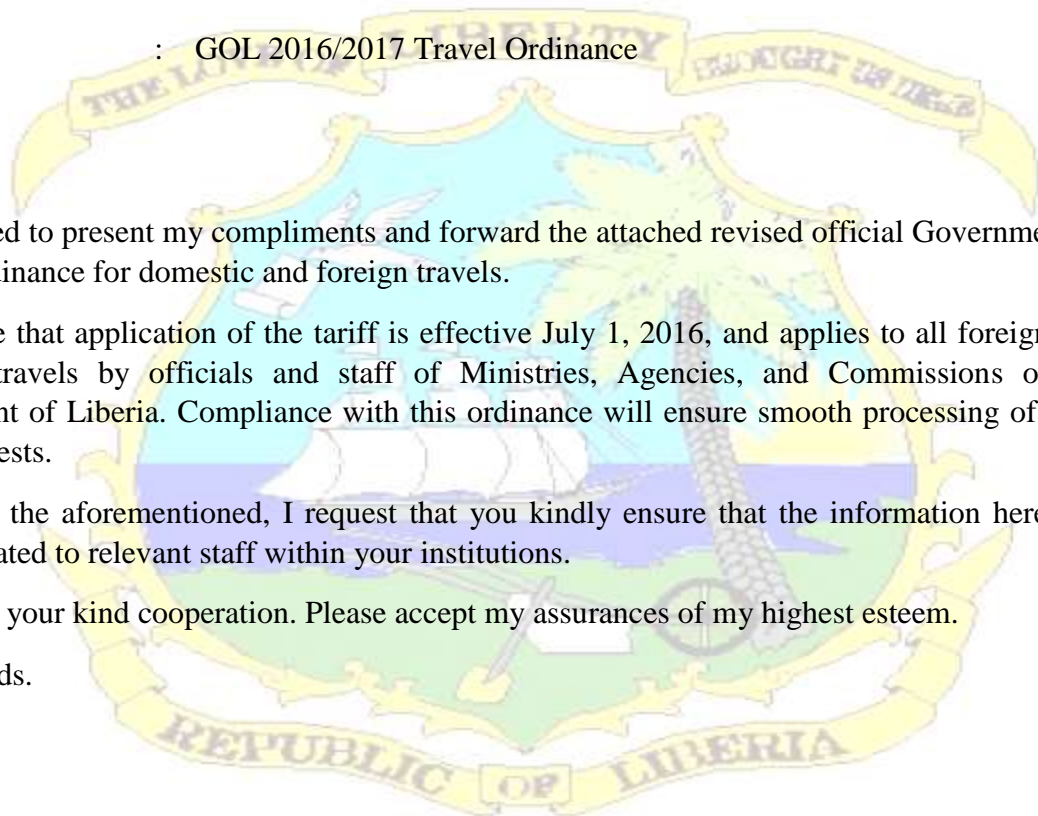
I am pleased to present my compliments and forward the attached revised official Government of Liberia ordinance for domestic and foreign travels.

Please note that application of the tariff is effective July 1, 2016, and applies to all foreign and domestic travels by officials and staff of Ministries, Agencies, and Commissions of the Government of Liberia. Compliance with this ordinance will ensure smooth processing of your travel requests.

In view of the aforementioned, I request that you kindly ensure that the information herein is communicated to relevant staff within your institutions.

Thanks for your kind cooperation. Please accept my assurances of my highest esteem.

Kind regards.



POLICY ON TRAVEL ABROAD BY OFFICIALS ANDEMPLOYEES OF THE GOVERNMENT OF LIBERIA

WHEREAS, it is necessary to review foreign travel allowances in view of the Government's fiscal austerity; and

WHEREAS, it is additionally necessary to standardize per diem rates based upon comparably competitive international subsistence rates for travel abroad,

NOW THEREFORE, the Government of Liberia hereby directs that effective July 1, 2016, the herein stated rates and procedures regulating foreign travels by officials and other representatives of Government of Liberia shall henceforth be observed and followed:

1. All foreign travels for official business for all cabinet Ministers, heads of agencies and commissions shall be authorized by the Office of the President or their boards; and for Deputy and Assistant Ministers and its equivalents in agencies and commission, the respective heads of their institutions shall approve subject to availability of funds for this purpose. However, the head of institution shall communicate with the Office of the President on such approval. All other travels of non-commissioned staff, civil servants and consultants shall be approved by the Head of Institution subject to the availability of funds in the travel budget.
2. No more than two persons shall constitute a delegation from any Ministry/Agency, State Owned Enterprise (SOE) and Autonomous Agency except for the Foreign Minister (which shall be no more than three) or in cases where expansion of the delegation is explicitly approved by the President in Writing.
3. Total GoL funded representation at any program or event held outside Liberia shall not exceed five (5) persons in total regardless of how many entities are involved.
4. In each case, a request for foreign travel advance shall be prepared in the prescribed Travel Advance Form (Annexure I). Additionally, a copy of the attached presidential approval, or head of the relevant institution and the letter of invitation clearly specifying travel dates shall be required.
5. Procurement of air tickets shall be done competitively. Ministries and agencies shall maintain an updated emailing list of registered and tax compliant travel agencies to whom information about upcoming travels shall be forwarded in a group email for solicitation of quotes. All solicited quotes shall be attached to the documents submitted to the Ministry of Finance and Development Planning. The Ministry of Finance & Development Planning shall create a group account comprising all tax compliant travel agencies for this purpose.
6. Travels shall be properly planned at least a week in advance to avoid exorbitant ticket charges or travel may not be funded. Any change to travel plans, unless expressly approved

by a competent authority (i.e., the President or Head of Institution), shall be the full responsibility of the traveler.

7. All authorized travel requests shall be forwarded to the Department of Budget and Development Planning of the Ministry of Finance and Development Planning for the purpose of issuing allotment. The Department of Budget and Development Planning shall liaise with the Financial Regulations Unit in the Department of Fiscal Affairs to obtain the cost of the trip in accordance with the rates and documentation requirements as stated in this ordinance. The Department of Budget and Development planning shall check to ensure that travel request is in line with cash plans based upon which allotment shall be processed.
8. In the case where an allotment has been done already, Ministries, Agencies and Commissions shall prepare a voucher based on the cost analysis prepared by Financial Regulations Unit and forward to the Accounting Services Unit for processing.
9. The Office of the Comptroller and Accountant General shall ensure that all foreign travel vouchers are paid in maximum 48 hours once all of the required documentations are attached.
10. For the purposes of this Ordinance, foreign travel cost has been divided into three categories: 1) per diem for pocket expenses, 2) accommodation which shall be accounted for in full after the trip is made and 3) cost of visa where applicable.
11. In addition to accommodation and per diem allowances, all heads of delegations¹ other than for Presidential, Vice Presidential, Speaker, Chief Justice, President Pro-tempore and Deputy Speaker travels shall be given a lump-sum payment of US\$280.00 for telephone, telegraph, internet and official entertainment.
12. All incidental expenses shall be supported by proper receipts, except for gratuity not exceeding 20% of amount disbursed
13. Total number of days spent on any particular trip shall not exceed seven (7) days for which per diem and accommodation shall be funded by the GoL.
14. The President as head of delegation shall be given in addition to the entitled accommodation and per diem an Incidental Allowance of US\$2,000 for each day of stay abroad for any extra accommodation charges and other incidental expenses irrespective of the country he/she is traveling to. This amount shall be accounted for, including submission of relevant hotel and other receipts on return.

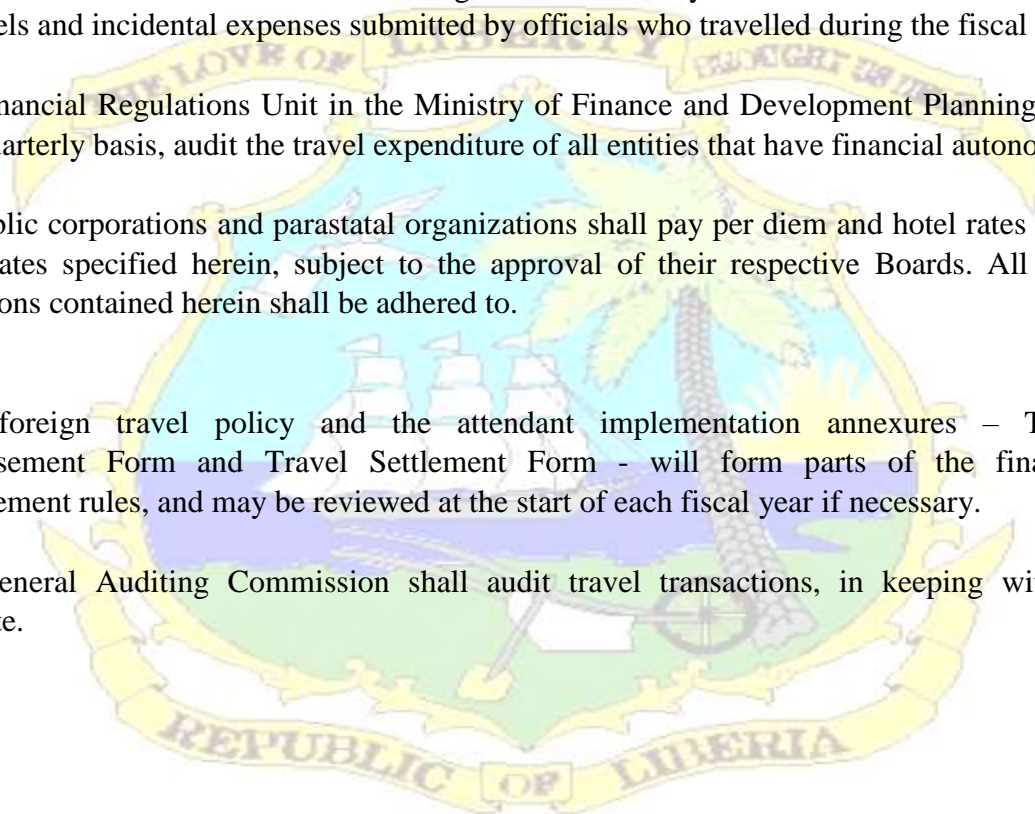
¹Delegation refers to a party of one or more persons representing the Government of Liberia in a formal capacity at state visits, summits, meetings, conferences, seminars, etc.

15. The Vice President as head of delegation shall be given in addition to the entitled accommodation and per diem an Incidental Allowance of US\$1,300 for each day of stay abroad for extra accommodation charges and other incidental expenses irrespective of the country he/she is traveling to. This amount shall be accounted for, including submission of relevant hotel and other receipts on return.
16. The Speaker of the House of Representatives and the Chief Justice of the Supreme Court shall be given in addition to the entitled accommodation and per diem an Incidental Allowance of US\$350 for each day of stay abroad for extra accommodation charges and other incidental expenses irrespective of the country he/she is traveling to. This amount shall be accounted for, including submission of relevant hotel and other receipts on return.
17. The Deputy Speaker of the House of Representatives and President Pro Tempore of the Senate shall be given in addition to the entitled accommodation and per diem an Incidental Allowance of US\$200 for each day of stay abroad for extra accommodation charges and other incidental expenses irrespective of the country he/she is traveling to. This amount shall be accounted for, including submission of relevant hotel and other receipts on return.
18. In case relevant receipts are not submitted along with the Travel Settlement Form as indicated in Annexure II, then the entire amount drawn as advance on account of incidental expenses shall be refunded to the Government immediately.
19. The President shall travel First Class. The Vice President, Chief Justice of the Supreme Court, and the Speaker of the House of Representatives and President Pro-Tempore of the Liberian Senate shall travel by Business Class. If these dignitaries are traveling as State guests and taking their spouses along with them, then their spouses shall also be entitled to travel by First Class and half the applicable per diem rates.
20. With the exception of those listed in Rule 16, all other officials, civil servants, employees and heads of SOEs shall travel by economy class.
21. The Per Diem and Accommodation for all GOL funded travels shall be as per rates specified in Annexure III. However, the accommodation allowances for The President shall be as per the rates specified in Annexure III plus 50%.
22. The accommodation allowance for the Vice President, Chief Justice of the Supreme Court, Speaker, Deputy Speaker, President Pro Tempore, Ministers. Heads of Agencies and Commissions shall be as per the rates specified in Annexure III plus 30%.
23. The accommodation allowance for members of the House of Representatives, members of the House of Senate, Associate Justices, Deputy and Assistant Ministers and equivalents in Agencies and Commissions shall be as per the rate specified in Annexure III plus 20%.

24. Annexure III indicates the rates for different cities, including hotel charges. If, for reasons of host country requirements, or proximity to venue of official business, an official is required by hosts or event organizers to stay in a hotel whose charges exceed the hotel rate for the city as determined in accordance with the stipulation in this Ordinance, the traveler is then entitled to receive the difference between the recommended hotel rate and the actual hotel rate, subject to submission of hotel receipts upon return from tour. This exception is not applicable to travels undertaken by the President, Vice President, Speaker, Chief Justice, President Pro-Tempore and the Deputy Speaker.
25. An official traveling abroad on approved official trip utilizing his/her own resources, shall on return to the country, submit a voucher for reimbursement of air ticket, accommodation and per diem allowance with the approval for the travel undertaken from a competent authority. In all such cases Travel Settlement Form (Annexure II) along with the copies of receipts, passports, and either used ticket stubs or boarding passes shall be submitted to the Financial Regulations Unit.
26. If an official while traveling abroad is compelled to extend his stay or travel to another country due to an unforeseen exigency, the voucher for any additional expenditure not covered under the original approval shall be submitted along with the authorized approval for the additional stay or travel.
27. In case the visit abroad is sponsored by an external agency that bears the cost of the visit including airfare, lodging along with a nominal allowance for pocket expenses, no additional per diem allowance shall be paid by the Government of Liberia. However, a lump sum amount of US\$280 to each individual on a delegation.
28. In case the external agency pays only the airfare, then the official shall be given the full per diem and accommodation for the duration of his or her stay abroad. However if the external agency bears the cost of lodging along with the airfare, then the official shall be given 40% of the permissible per diem for pocket expenses.
29. In the case of Liberian students traveling abroad on scholarship funded by an external Agency, an amount of US\$350 shall be given as incidental allowance to each student.
30. It shall be ensured that air tickets for travel abroad are for travel to the place of duty, by the shortest possible route.
31. Upon return from abroad, officials are required to submit to the Financial Regulations Unit of the Ministry of Finance and Development Planning, a Travel Settlement Form as per Annexure II and copy of certificates for workshops, seminars, etc., receipts for accommodation and incidental expenses within 14 days from the date of return from tour or before date of next journey, whichever is earlier. In very exceptional cases where the second tour is performed immediately after return from the first tour; the second advance may be

granted with the specific written approval of the official concerned, explaining the reasons thereof.

32. No future travel advances shall be processed to any official from an institution in which an official from a previous trip has not submitted the prescribed Travel Settlement Form and attachments with the expiry of the 14 days deadline in rule 26. The entire travel advance shall be recovered from those who fail to submit the Travel Settlement Form on return from their visit abroad, and those who subsequently leave the service of the Government, from any arrears due to them by the Government.
33. The Ministry of Finance and Development Planning shall maintain on a current basis full documentation on each travel made from government money. This shall include all receipts for hotels and incidental expenses submitted by officials who travelled during the fiscal year.
34. The Financial Regulations Unit in the Ministry of Finance and Development Planning shall on a quarterly basis, audit the travel expenditure of all entities that have financial autonomy.
35. All public corporations and parastatal organizations shall pay per diem and hotel rates at the same rates specified herein, subject to the approval of their respective Boards. All other conditions contained herein shall be adhered to.
36. This foreign travel policy and the attendant implementation annexures – Travel Disbursement Form and Travel Settlement Form - will form parts of the financial management rules, and may be reviewed at the start of each fiscal year if necessary.
37. The General Auditing Commission shall audit travel transactions, in keeping with its mandate.



ANNEXURE I
GOVERNMENT OF LIBERIA
Foreign Travel Advance Request Form

1. Details of traveler :
 - a. Name and position: _____
 - b. Contact number (s): _____
 - c. Email address(es): _____
2. Name of Ministry/Agency/Commissions: _____
3. Purpose of mission and destination (s):

4. Travel dates:
 - a. Departure date: _____
 - b. Return Date: _____
 - c. Total days of accommodation and per diem requested: _____
5. Incidental Allowance
 - a. US\$ 2,00.00 () per day for the President
 - b. US\$ 1,300.00 () per day for the Vice President
 - c. US\$ 350.00 () per day for Chief Justice and Speaker
 - d. US\$ 200.00 () per day for the Deputy Speaker and President Pro-tempore
 - e. US\$ 280.00 () lump sum for head of delegation
6. Costing:
 - a. Total Accommodation allowance: US\$ _____
 - b. Total Per diem allowance: US\$ _____
 - c. Total Incidental allowance: US\$ _____
 - d. Total cost of airfare: US\$ _____
 - e. Total Cost of Travel: US\$ _____
7. Total amount to be paid by the Government of Liberia: US\$ _____
8. Copy of approval from the Office of the President/Head of Institution attached :
Yes (), No ()

Signature

Date

NB: Each traveler on a delegation is required to fill this form and attach copies of the approval, invitation and all relevant documents pertaining to the trip.

**ANNEXURE II
GOVERNMENT OF LIBERIA
Foreign Travel Settlement Form**

1. Name and position of person traveling : _____
a. Contact No. and email address: _____
2. Name of Ministry/Agency: _____
3. Travel dates:
 - a. Date and time of departure from Liberia: _____
 - b. Date and time of arrival at destination: _____
 - c. Date and time of departure from Destination: _____
 - d. Date and time of arrival at Liberia: _____
4. Time Spent abroad on non-official matters: _____ (days/weeks/months)
5. Actual time spent abroad on official matters: _____ (days/weeks/months)
6. Amount of Per Diem received: US\$ _____, check #: _____
7. Amount for accommodation received: US\$ _____, check #: _____
8. Amount for incidental allowance received: _____, check #: _____
9. Actual amount spent on accommodation (enclosed receipts): US\$ _____
10. Actual amount on incidental allowance spent (enclosed receipts): US\$ _____
11. Airfare expended (enclosed ticket stubs/boarding pass and unused airline tickets):
US\$ _____
12. Amount available for refund : US\$ _____ (in case of refund, kindly provide
details of refund (check) _____

Declaration

I _____, do hereby affirm that the information provided on this form are true and that the attached documents are valid and represent valid transactions on public money disbursed to me on my trip abroad by the Ministry of Finance and Development Planning.

Signature

Date

NB: Each traveler is required to fill this form and attach original copies of ticket stubs, boarding passes, receipts and copies of certificates among others.

**ANNEXURE III
GOVERNMENT OF LIBERIA**

RATES FOR FOREIGN DAILY SUBSISTENCE ALLOWANCE

QUOTED IN US DOLLARS

FOR FY15/16

Location	DSA Rate for 2014/15	FY 2015/16 Travel Rates		
		Total DSA	Per Diem	Hotel Rate
Afghanistan (Afghani) Kabul, all areas	304	276	88	188
Albania (Albania Lek(e)) Tirana, all areas	342	273	90	183
Algeria (Algerian Dinar) Algiers, all areas	392	327	104	223
American Samoa (US Dollar) All Areas	316	293	95	198
Angola (Kwanza) Luanda, all areas	550	341	106	235
Anguilla (E.C. Dollar) All Areas	641	312	91	221
Antigua (E.C. Dollar) Antigua	411	316	99	217
Argentina (Argentine Peso) Buenos Aires, all areas	375	332	103	229
Armenia (Armenian Dram) Yerevan, all areas	317	292	96	196
Australia (AUL Dollar) Canberra, Melbourne, all areas	381	352	107	245
Austria (Euro) All Areas	425	337	102	235
Azerbaijan ((new)Azerbaijan Manat) Baku	443	331	100	231
Bahamas (Bahamian Dollar) All Areas	540	360	120	240
Bahrain (Bahraini Dinar) All Areas	470	338	107	231
Bangladesh, Dhaka, All areas	344	303	95	208
Barbados (Barbados Dollar) All Areas	499	296	98	198
Belarus (Belarusian Ruble) Minsk	467	301	96	205
Belgium (Euro) All Areas	550	297	97	200
Belize (Belize Dollar) Belize City	344	280	85	195
Benin (CFA Franc) Cotonou, All Areas	310	283	94	189
Bermuda (Bermuda Dollar) All Areas	315	289	88	201
Bhutan (Bhutan Ngultrum) Thimphu	310	290	93	197
Bosnia and Herzegovina (Convertible Mark) Sarajevo, All Other Areas	251	244	69	175
Botswana (Botswana Pula) Gaborone	254	247	71	176

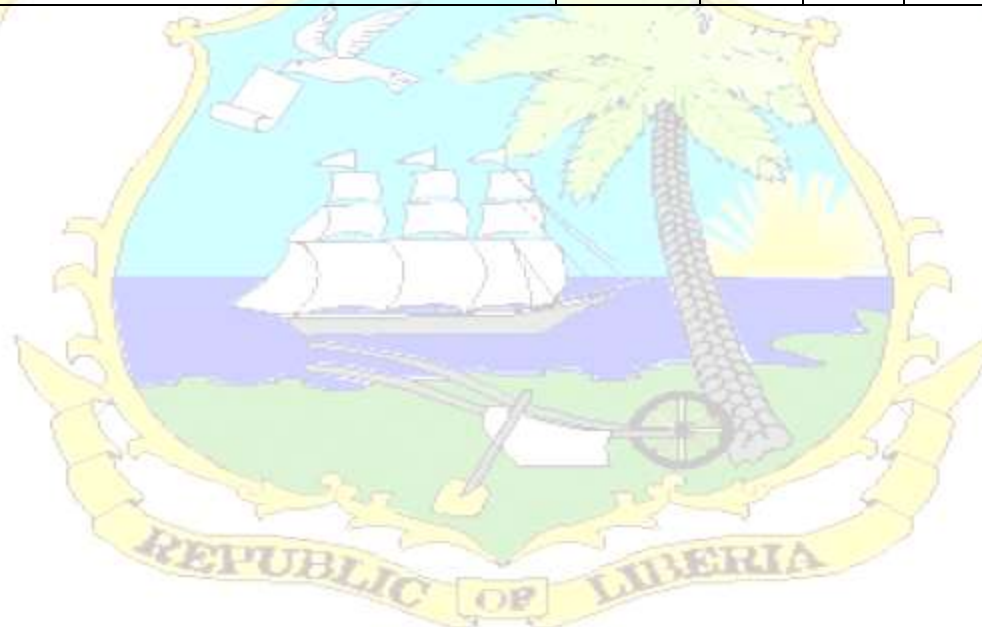
Brazil (Brazilian Real) Brasilia	431	299	97	202
Rio De Janeiro	502	289	89	200
All other areas (Brazil)	417	290	92	198
British Virgin Islands	417	288	83	205
Brunei (Brunei Dollar)Bandar Seri Begawan	314	282	96	186
Bulgaria (New Lev) Sofia	322	283	91	192
Burkina Faso (CFA Franc) Ouagadougou	267	260	79	181
Burundi (Burundi Franc) Bujumbura	248	244	66	178
Cambodia (Cambodian Riel) Phnom Penh	298	270	92	178
Cameroon (CFA Franc) Yaounde, All Areas	298	284	89	195
Canada (Canadian Dollar) All Areas	399	303	108	195
Cape Verde (CV Escudo) Praia	324	298	97	201
Cayman Islands (CaymanI. Dollar)All Areas	473	277	98	179
Central African Rep. (CFA Franc) Bangui	191	207	62	145
Chad (CFA Franc) Ndjamena	505	307	107	200
China (Renminbi) Beijing, All areas	377	323	110	213
China, Hong Kong SAR (HongKong Dollar) Hong Kong	468	315	105	210
Colombia (Colombian Peso) Bogota, All areas	428	304	107	197
Comoros (Comoros Franc) Moroni	292	279	89	190
Congo (CFA Franc) Brazzaville, All Areas	366	303	96	207
Congo, Dem. Rep. (Franc Congolais) Kinshasa, all areas	452	309	103	206
Costa Rica (COS Colon) San Jose	228	224	64	160
Cote d Ivoire (CFA Franc) Abidjan, all areas	325	307	105	202
Croatia, Republic of (Kuna) Zagreb	492	281	105	176
Cuba (Cuban Peso) Havana	232	225	68	157
Cyprus (Cyprus Pound) Nicosia	441	307	109	198
Czech Republic (Czech Koruna) Prague	494	321	122	199
Denmark (Danish Krone) All Areas	525	349	122	227
Djibouti (Djibouti Francs) Djibouti	340	307	98	209
Dominican Republic (Dominican Peso) Santo Domingo	317	261	94	167
Ecuador (US Dollar) Quito	267	254	90	164
Egypt (Egyptian Pound) Cairo, all areas	317	294	99	195
El Salvador (ELS Colon) San Salvador	252	247	81	166
Equatorial Guinea (CFA Franc) Malabo	480	306	101	205
Eritrea, Asmara	344	245	92	153
Estonia (Kroon(i)) Tallinn, all areas	321	228	73	155
Ethiopia, Addis Ababa, all areas	348	250	92	158

Fiji (Fiji Dollar) Suva	396	248	81	167
Finland, Helsinki	376	275	96	179
France (Euro) Paris, all areas	530	308	98	210
Gabon (CFA Franc) Libreville, all areas	378	274	88	186
Gambia (Gambian Dalasi) Banjul	266	209	74	135
Georgia, Republic of (Georgian Lari) Tbilisi	401	270	82	188
Germany (Berlin) Berlin, all areas	532	306	99	207
Ghana (New Cedi) Accra, all areas	366	263	88	175
Greece (Euro) Athens, all areas	462	293	95	198
Greenland (Danish Krone) All Areas	439	291	91	200
Guadeloupe (Euro) All Areas	270	228	71	157
Guam (US Dollar) All Areas	374	272	88	184
Guatemala (Quetzal(es)) Guatemala City	280	228	83	145
Guinea (Guinean Franc) Conakry	239	215	81	134
Guinea Bissau (CFA Franc) Bissau	310	242	83	159
Guyana (Guyana Dollar) Georgetown	249	212	75	137
Haiti (Gourde) Port-Au-Prince	309	242	82	160
Honduras (Lempira) Tegucigalpa	300	236	81	155
Hungary (Forint) All Areas	366	290	93	197
Iceland (Iceland Krona) All Areas	366	296	96	200
India (Indian Rupee) New Delhi, all areas	543	302	89	213
Indonesia (Rupiah) Jakarta, all areas	366	279	88	191
Iran (Iranian Rial) Tehran, all areas	260	216	71	145
Ireland (Euro) All Areas	575	325	94	231
Israel (Shekel) Tel Aviv, all areas	482	300	99	201
Italy (Euro) Rome, all areas	530	306	96	210
Jamaica (Jamaican Dollar) Kingston	310	270	89	181
Japan (Yen) Tokyo, all areas	539	300	96	204
Jordan (Jordanian Dinar) Amman	375	281	82	199
Kazakhstan (Tenge) Astana, all areas	451	285	88	197
Kenya (Kenyan Shilling) Nairobi, all areas	449	298	99	199
Kiribati (AUL Dollar) Christmas Island	285	241	73	168
Korea, Dem. Peo. of (N. Korean Won)Pyongyang	441	291	90	201
Korea, Republic of (S. Korean Won) Seoul	416	293	91	202
Kuwait (Kuwaiti Dinar) All Areas	532	305	99	206
Kyrgyzstan (Som) Bishkek	355	259	84	175
Latvia (LatvianLats) Riga	330	257	78	179
Lebanon (Lebanese Pound) Beirut	386	287	89	198
Lesotho (Loti) Maseru	209	199	65	134
Liberia (Liberian Dollar) Monrovia	306	291	96	195

Libyan Arab Jamahiriya (Libyan Dinar) Tripoli, all areas	416	288	91	197
Lithuania (Lithuania Litas) Vilnius	285	255	90	165
Luxembourg (Euro) All Areas	467	292	89	203
Macedonia (fyrom) (Denar) Skopje, all areas	302	263	79	184
Madagascar, Antananarivo, all areas	281	259	79	180
Malawi, Lilongwe, all areas	308	231	76	155
Malaysia (Ringgit) Kuala Lumpur, all areas	230	212	62	150
Maldives (Rufiyaa) Male	327	262	79	183
Mali (CFA Franc) Bamako	303	259	88	171
Malta (Maltese Lira) All Areas	354	293	108	185
Mauritania (Ouguiya) Nouakchott	270	248	73	175
Mauritius (Mauritius Rupee) Port Louis	264	249	73	176
Mexico (Mexican Peso) Mexico City, all areas	360	284	92	192
Moldova (Moldovan Leu) Kishinev	251	249	82	167
Monaco (Euro) All Areas	449	302	97	205
Montenegro (Euro) All Areas	452	282	96	186
Montserrat (E.C. Dollar) All Areas	216	206	71	135
Morocco (Morocco Dirham) Rabat, all areas	369	280	81	199
Mozambique (Metical (New)) Maputo, all areas	257	246	75	171
Namibia (Namibia Dollar) Windhoek, all areas	292	241	80	161
Nauru (AUL Dollar) All Areas	277	207	86	121
Netherlands (Euro), Amsterdam, All areas	562	296	93	203
New Caledonia (CFP Franc) All Areas	409	269	87	182
New Zealand (NZE Dollar) Wellington, all areas	315	278	89	189
Nicaragua (Cordoba Oro) Managua	191	182	55	127
Niger (CFA Franc) Niamey	236	226	72	154
Nigeria, Abuja, All areas	447	277	91	186
Norway (Norwegian Krone) All Areas	429	303	96	207
Oman (Rial Omani) Muscat	507	304	95	209
Pakistan (Pakistani Rupee) Islamabad, all areas	368	268	81	187
Palau (US Dollar) Koror	308	256	83	173
Panama (Balboa) Panama City	302	259	78	181
Papua New Guinea (Kina) Port Moresby	418	270	83	187
Peru (Nuevo Sol) Lima, all areas	278	249	82	167
Philippines (Philippine Peso), Manila, all areas	255	236	69	167
Poland (Poland Zloty) Warsaw	341	288	90	198
Portugal (Euro) All Areas	371	294	93	201
Puerto Rico (US Dollar) All Areas	508	267	89	178
Qatar (Qatari Rial) Doha	447	299	97	202

Reunion (Euro) All Areas	366	243	87	156
Romania (Leu (New)) Bucharest, all areas	376	277	88	189
Russian Federation (Russian Rouble) Moscow, all areas	341	293	93	200
Rwanda (Rwanda Franc) Kigali, all areas	316	249	74	175
Samoa (Tala), Apia	309	253	88	165
Sao Tome (Miramar)	322	265	76	189
Principe (BomBom Island Resort)	238	221	68	153
Saudi Arabia (Saudi Riyal) Riyadh, all areas	413	297	95	202
Senegal (CFA Franc) Dakar, all areas	346	277	88	189
Serbia (Dinar) Belgrade	343	287	92	195
Seychelles (SEY Rupee) All Areas	346	274	86	188
Sierra Leone (Leone) Freetown, all areas	240	227	69	158
Singapore (SIN Dollar) All Areas	461	299	95	204
Slovak Republic (Slovak Koruna) Bratislava	380	285	82	203
Slovenia, Republic of (Euro) Lubljana	327	263	83	180
Solomon Islands (SOI Dollar) Honiara	324	278	79	199
South Africa (Rand) Pretoria, all areas	376	285	90	195
Spain (Euro) Madrid, all areas	554	304	97	207
Sudan (Sudanese Pound) Khartoum	485	272	81	191
Suriname (Surinamese Dollar) all Areas	259	228	67	161
Swaziland (Lilangeni) Mbabane	277	247	70	177
Sweden (Swedish Krona) Stockholm, all areas	506	301	95	206
Switzerland (Swiss Franc) all areas	559	300	90	210
Syrian Arab Republic (Syrian Pound) Damascus, all areas	388	287	88	199
Tajikistan (Tajik Somoni) Dushanbe	374	286	87	199
Tanzania, United Rep. of (Shilling) Dar es Salaam, all areas	324	265	86	179
Zanzibar (Emerson and Green, Serena) Elsewhere	295	254	84	170
Thailand, Bangkok, all areas	381	285	93	192
Timor-Leste (US Dollar) Dili	249	225	80	145
Togo (CFA Franc) Lome	325	248	81	167
Tonga (Pa'anga) Nuku'Alofa	229	212	78	134
Trinidad and Tobago (TT Dollar) Trinidad - all areas	459	288	89	199
Tunisia (Tunisian Dinar) Tunis	247	228	71	157
Turkey (New Turkish Lira) Ankara, all areas	436	280	90	190
Turkmenistan (Manat) All Areas	229	226	76	150
Tuvalu (AUL Dollar) Funafuti	203	196	65	131
Uganda (Uganda Shilling) Kampala, all areas	361	247	79	168

Ukraine (Hryvnia) Kiev, all areas	326	291	91	200
United Arab Emirates (U.A.E. Dirham) Abu Dhabi, all areas	545	302	98	204
United Kingdom (Pound Sterling) London, all areas	520	306	96	210
Uruguay (Peso Uruguayo) Montevideo, all areas	405	278	87	191
USA (US Dollar) Washington D.C.	431	312	97	215
New York	449	306	93	213
All Other Areas (USA)	420	291	90	201
Vanuatu (Vatu) Port Vila	551	282	89	193
Santos	349	255	76	179
Venezuela (Bolívar) Caracas, all areas	555	280	90	190
The Gaza Strip	310	253	78	175
Yemen, Republic of (Yemeni Rial) Sana'a	238	227	71	156
Zambia (Zambian Kwacha) Lusaka, all areas	267	241	78	163
Zimbabwe (Zimbabwe Dollar) Harare, all areas	397	282	87	195



POLICY ON DOMESTIC TRAVEL BY OFFICIALS AND EMPLOYEES OF THE GOVERNMENT OF LIBERIA

WHEREAS, there is a need to introduce guidelines to regulate travel of officials and employees on government business within the country;

WHEREAS, this ordinance shall be applicable to persons in the employ of Government leaving their designated duty stations and travelling to another location for the purpose of undertaking official government business;

NOW THEREFORE; the Government of Liberia hereby directs that effective July 1, 2015, the herein stated rates and procedures regulating local travels within Liberia shall henceforth be observed and followed:

1. All travels within the country on official business shall be approved or authorized by the concerned Ministers, Heads of Agencies and Commissions. Approval shall be given only if the necessary appropriation is available in the Ministry, Agency and Commission's budget.
2. The Vice President, The Speaker, The Pro Tempore, The Chief Justice and The Cabinet Ministers shall approve their own domestic program.
3. The request for travel advance shall be prepared in the prescribed form (annexure 1), which shall be signed by the concerned Minister, Head of Agency and Commission.
4. All authorized travel requests shall be forwarded to the Department of Budget and Development Planning of the Ministry of Finance and Development Planning for the purpose of issuing allotment. The Department of Budget and Development Planning shall liaise with the Financial Regulations Unit in the Department of Fiscal Affairs to obtain the cost of the trip in accordance with the rates and documentation requirements as stated in this ordinance. The Department of Budget and Development planning shall check to ensure that travel request is in line with cash plans based upon which allotment shall be processed.
5. In the case where an allotment has been done already, Ministries, Agencies and Commissions shall prepare a voucher based on the cost analysis prepared by Financial Regulations Unit and forward to the Accounting Services Unit for processing.

6. The Office of the Comptroller and Accountant General shall ensure that all domestic travel vouchers are paid in maximum 48 hours once all of the required documentations are attached.
7. If an official has undertaken domestic travel on official business utilizing his own resources, he/she shall submit all documents for reimbursement of per diem including approval for the travel undertaken from the competent authority to the Comptroller's Office of the institution who will forward to the Financial Regulations Unit of the Ministry of Finance and Development Planning with all relevant documents for verification before processing.
8. Per Diem shall be as per Annexure III. All domestic travel per diems shall be given in Liberian dollars.
9. Per Diem of only fifty (50) percent of the established rate shall be admissible for travel to places that are located less than 50 miles from duty station if the individual is returning to the headquarters on the same day. However if the official is compelled to stay overnight with the approval of the competent authority the full per diem shall be admissible.
10. All efforts shall be made to facilitate transportation on Government of Liberia's vehicles. In extremely extenuating circumstances, transportation cost shall be borne through the competitive hiring of the services of a registered tax-compliant car rental company. Official using his/her official vehicle shall not be entitled to reimbursement of any transportation cost.
11. An incidental allowance of L\$5,000 shall be paid to the head of delegation for the first 5 days and L\$1,000 for each additional day, subject to the submission of receipts upon return from tour/travel.
12. Upon completion of the travel, officials shall submit to the Ministry of Finance and Development planning, the travel settlement form per annexure II and valid receipts for expenditures up to 80% of per diem received within 5 working days of their return.
13. No future domestic travel advance shall be paid to anyone who has failed to submit the prescribed domestic travel settlement form within 5 working days after return from previous journey. Heads of Ministries and Agencies shall ensure their officials submit domestic travel report or future travel requests from the institution may not be honored.
14. The Ministry of Finance and Development Planning may require any additional documentation necessary for clarification.
15. All officials of Public Corporations and parastatal organizations shall obtain the approval of the head of organizations for the domestic travel of its employees. All other conditions including the per diem rates as contained herein shall also be applicable.

ANNEXURE I
GOVERNMENT OF LIBERIA
Domestic Travel Advance Request Form

(1) Name (s) and Position (s) of Persons (s) traveling :

.....
.....

(2) Purpose of mission

.....
.....

(3) Place of assignment and place of travel

.....
.....

(4) Distance to destination from place of assignment

a) Departure date

b) Return date

(5) Actual number of days to be spent on tour

(6) Copy of approved tour programed by the minister/ head of the agency attached yes ()
no ()

(7) Mode of transportation : GoL car () hired vehicle ()

(8) If hired vehicle, proof of competitive hiring for vehicle attached
Yes () no ()

Signature

Date

Approved

Date

ANNEXURE II
GOVERNMENT OF LIBERIA
Domestic Travel Settlement Form

1. Name & Position of Person (s) who traveled:

.....
.....

2. Place (s) of Travel / Destination (s)

.....
.....

3. Distance Travel in Miles

(a) Distance while going:

(b) Distance while coming:

(c) Total distance covered:

4. Details of journey:

(a) Date & time of departure from the place of duty:

(b) Date & time of arrival at destination:

(c) Date & time of departure from destination:

(d) Date & time of arrival back at place of duty

(e) Actual number of Days spent on tour:

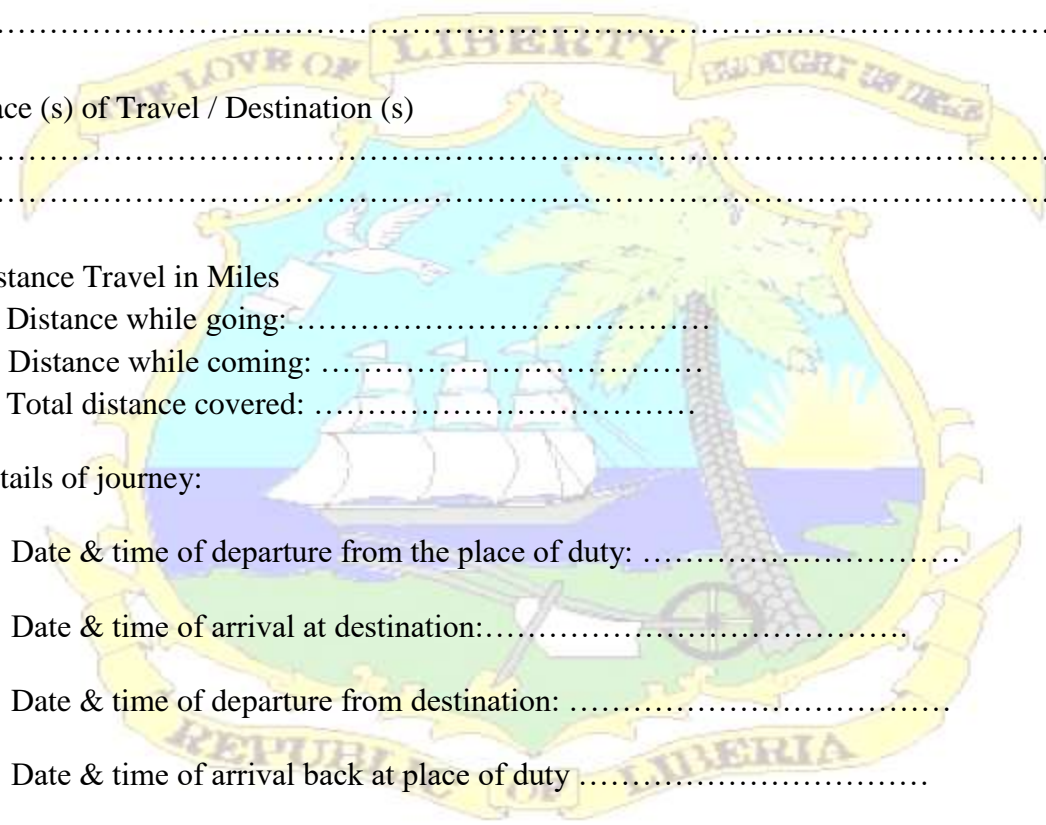
5. Mode of Transportation – GoL Vehicle/Hired Vehicle:

6. Advance of per diem received:

7. Per Diem spent on tour:

8. Balance (available for restitution):

9. Signature: Date:



NB: You are required to attach copy of receipts for expenditures up to 80% of per diem received for your travel.

ANNEXURE III
GOVERNMENT OF LIBERIA
Schedule of Domestic Travel Perdiem

NO.	Traveler	Per diem allowance LRD per day
1.	The President	25,000.00
2.	Vice President, The Speaker, The Chief Justice, President Pro Tempore, and members of the Supreme Court.	15,000.00
3.	Cabinet Ministers, Heads of Autonomous Agencies, Ambassadors Extraordinary & Plenipotentiary, The Chief of Staff of the AFL.	12,000.00
4.	Deputy and Assistant Ministers, Senators, members of the House of Representatives, Ministers counselors of Embassies, Judges of Circuit Courts, Medical Doctors, Deputy Heads of Autonomous Agencies and Bureaus and others of comparable ranks	10,000.00
5.	Deputy Chiefs of Protocol, Directors, Comptroller, First & Second Secretaries of Embassies, Executive Secretaries, Chief Accountants and others professionals of similar ranks.	8,000.00
6.	Engineers, Supervisor/ Assistant, Assistant Chief of Protocol, Accountants, Auditors, Third Secretaries of Embassies, Nurses and other Professionals of similar ranks.	6,000.00
7.	Semi-Professionals, Utility Men (other than Laborers and other than Laborers), Chauffeurs.	5,000.00
	The Army, Police and Immigration Personnel	
8.	Major Generals and brigadier Generals.	10,000.00
9.	Colonels and Majors	8,000.00
10.	Captains and Lieutenants	6,000.00
11.	Corporals to Staff Sergeants	5,000.00
12.	Enlisted Men	4,000.00

