

Executive Ordinance No.

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

WHEREAS, the need has been felt to introduce guidelines to regulate travel of Officials and employees on Government business within the country.

It is hereby directed that effective from January 10, 2007 the following rates and procedures shall be observed, regulating local travel within Liberia.

1. All travel within the country on official business shall be approved/ authorized by the concerned Ministers / Heads of Agencies. Approval shall be given only if the necessary appropriation/ allotment is available.
2. The Vice President, The Speaker, The President Pro Tempore, The Chief Justice and Cabinet Ministers, shall approve their own domestic travel 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.
4. Requests for domestic travel advances shall be forwarded to the Ministry of Finance at least ten days prior to the date of departure.
5. All requests for travel advance shall be accompanied by vouchers and original copy of the approval from the competent authorities mentioned at 1 and 2 above. Advance shall be given only if Bureau of General Accounting of the Ministry of Finance verifies that appropriation and allotment are available.
6. If an official has undertaken domestic travel on official business utilizing his own resources, the reimbursement voucher shall reach the Ministry of Finance within seven (7) days of completion of travel/ tour. The voucher shall be submitted along with the budgetary allotment, approval from the competent authority and the duly completed travel disbursement form (Annexure II).
7. Per Diem shall be as per annexure III.
8. 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 his/her duty station if the individual is returning to the head quarters on the same day. However if the official is compelled to stay overnight with the approval of the competent authority then per Diem shall be admissible.
9. In addition to the per Diem, transportation costs shall be paid depending on the mode of travel. The official using his/her official vehicle shall not be entitled for reimbursement of any transportation cost. However, in such cases fuel cost not

exceeding 5 gallons for every 50 Miles traveled shall be reimbursed, subject to submission of receipt in original.

10. The admissible rates will be as per details given below.
 - i) Public transport: The officials using Public Transport shall be paid @ US \$ 10 for every 50 miles. The distance traveled shall be calculated from one point of duty to the other.
 - ii) Personal vehicle: For officials using their personal vehicle an amount of US \$ 15 for every 50 miles shall be paid.
 - iii) Hired Vehicle: Officials desiring to hire vehicles for their domestic travel shall submit along with the Travel Advance form, a minimum of three quotations from different transport agencies, and the Ministry of Finance shall make payment directly to the agency offering the lowest quote.
 - iv) If two or more persons travel in a common taxi or hired vehicle then a common claim shall be submitted.
11. Only officials of the level of Deputy Directors and above in Ministries / Agencies shall be eligible to hire a taxi. All County Superintendents shall be treated on par with Deputy Ministers for the purpose of this Ordinance.
12. No incidental allowance shall be paid under this Ordinance for anyone undertaking domestic travel within Liberia.
13. Upon completion of the travel, officials are required to submit to the Ministry of Finance, the Travel Disbursement form as per Annexure II within one week of their return.
14. No future domestic travel advance shall be paid to anyone who has failed to submit the prescribed Domestic Travel Disbursement Form, for the previous journey.
15. The Ministry of Finance may require any additional documentation they deem necessary for clarification.
16. All officials of Public Corporations and parastatal organizations shall obtain the approval of the Head of the organizations for the domestic travel of its employees. The other conditions including the per diem rates and transportation charges as contained herein will be applicable.

GIVEN UNDER MY HAND AND
SEAL OF THE REPUBLIC OF LIBERIA
THIS 10th DAY OF JANUARY A.D. 2007

Ellen Johnson Sirleaf
PRESIDENT
REPUBLIC OF LIBERIA

Annexure I

REQUEST FOR DOMESTIC TRAVEL ADVANCE FORM
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(1) NAME (s) and POSITION (s) of PERSON (s) Traveling:
(2) PURPOSE OF MISSION
(3) PLACE OF TRAVEL / DESTINATION
(4) DISTANCE OF DESTINATION FROM THE PLACE OF DUTY:
(5-1) DEPARTURE DATE / TIME:
(5-2) RETURN DATE / TIME:
(6) ACTUAL NUMBER OF DAYS TO BE SPENT ON TOUR
(7) COPY OF APPROVED TOUR PROGRAMME BY THE MINISTER / HEAD OF THE AGENCY
(8) MODE OF TRANSPORTATION TAXI/OWN CAR/HIRED VEHICLE
(9) THREE QUOTATIONS FOR HIRED VEHICLE (ATTACHED)
(10) AMOUNT ADVANCE REQUESTED FOR:

Annexure II

TRAVEL SETTLEMENT FORM

1. Name & Position of Person (s) Traveled:
2. Place (s) of Travel / Destination (s):
3. Distance traveled 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 – Taxi / Own car / Hired vehicle:
6. Payment made for Taxi / Hired vehicle:
(Please enclose original receipt)
7. Advance of per diem received:
8. Balance:

Annexure III

<u>RECIPIENT</u>	<u>PERDIEM ALLOWANCE</u>
1. The Vice President, The Speaker, President Pro-Tempore, The Chief Justice, and Members of the Supreme Court	US \$ 100.00 PER DAY
2. Cabinet Ministers, Heads of Autonomous Agencies, Ambassadors Extraordinary & Plenipotentiary, The Chief of Staff	US \$ 75.00 PER DAY
3. Deputy Ministers, Senators, Members of the House of Representatives, Minister Counselors of Embassies, Judges of Circuit Courts, Medical Doctors, Deputy Heads of Autonomous Agencies And Bureau and Others of comparable ranks	US \$ 60.00 PER DAY
4. Assistant Ministers, Deputy Chief of Protocol, Director, Comptroller, First & Second Secretaries of Embassies, Executive Secretaries, Chief Accountants and other Professionals of similar ranks	US\$ 50.00 PER DAY
5. Engineers, Supervisor / Assistant Chiefs of Protocol, Accountants, Auditors, Third Secretaries of Embassies, Secretaries, Nurses and Others Professionals of Similar ranks	US \$ 40.00 PER DAY
6. Semi-Professionals, Utility Men, Chauffeurs other than Laborers	US \$ 30.00 PER DAY
7. Laborers and other unskilled workers	US\$ 20.00 PER DAY
<u>THE ARMY, POLICE & IMMIGRATION PERSONNEL</u>	
8. Majors Generals and Brigadier Generals	US\$ 60.00 PER DAY
9. Colonels and Majors	US\$ 50.00 PER DAY
10. Captains and Lieutenants	US\$ 40.00 PER DAY
11. Corporals to Staff Sergeants	US\$ 30.00 PER DAY
12. Enlisted Men	US\$ 20.00 PER DAY