

Executive Ordinance No.

POLICY ON PER DIEM ALLOWANCES FOR TRAVEL ABROAD BY OFFICIALS AND EMPLOYEES OF THE GOVERNMENT OF LIBERIA

WHEREAS, it is necessary to review foreign travel allowances in view of the Government's current financial constraints; and

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

Now therefore, it is hereby directed that effective January 10, 2007 the following rates and procedures shall be observed, regulating foreign travel by officials and employees of the Government of Liberia:

1. All foreign travel on official business for all commissioned government officials shall be authorized by the office of the PRESIDENT; and for others by the respective heads of their institutions, subject to availability of funds for this purpose.
2. In each case a request for travel advance shall be prepared in the prescribed Travel Advance Form (**Annexure I**).
3. Requests for travel advances shall be submitted to the Ministry of Finance at least ten days prior to the date of departure; except for emergencies where a detailed justification, approved by the Minister concerned shall accompany the voucher for travel advance.
4. All requests for travel advance shall be accompanied by voucher, travel Request Form, three quotations from different travel agents, budget allotment from the Budget Bureau, a copy of approval of the office of the President or by the head of relevant institution and the original letter of invitation where applicable. Request for advance will be considered only if Bureau of General Accounting of the Ministry of Finance verifies that appropriation and allotment are available.
5. In addition to per diem allowances, all heads of delegations other than for Presidential and Vice Presidential travel shall be given a lump sum amount of US \$ 250.00 to provide for telephone, telegraph and official entertainment. All expenses for entertainment, telephone and telegraph must be supported by proper receipts. Unsupported expenses shall be disallowed and reimbursement to Government for unexpended or unsupported expenses will be required.
6. Delegations headed by the President shall be given in addition to the entitled per diem an Incidental Allowance of US \$ 2000 for each day of stay abroad as well as an amount not exceeding US \$ 1500 a day as hotel charges, irrespective of the

- country he/she is traveling to. Both these amounts are to be accounted for, including submission of relevant hotel and other receipts on return.
7. Delegations headed by the Vice President shall be given in addition to the entitled per diem an Incidental Allowance of US \$ 1000 for each day of stay abroad as well as an amount not exceeding US \$1000 a day as hotel charges, irrespective of the country he/she is traveling to. Both these amounts are to be accounted for, including submission of relevant hotel and other receipts on return.
 8. Only the President, Vice President, Chief Justice of the Supreme Court, and the Speaker of the House of Representatives shall travel by First Class. If these dignitaries are traveling as State guest and taking their spouses along with them then their spouses will also be entitled to travel by First class.
 9. The President Pro Tempore of the Senate, Ministers and Deputy Ministers, Associate Justices, Senators and members of the House of Representatives shall travel by Business class and all others shall travel by Economy Class.
 10. The per Diem allowances for The President shall be as per the rates specified in Annexure III plus 50%.
 11. The per Diem allowances for the Vice President, Chief Justice of the Supreme Court and Speaker of the house, President Pro Tempore and Ministers shall be as per the rates specified in Annexure III plus 25%.
 12. The per diem for all others shall be as per the rates specified in Annexure III.
 13. Annexure III indicates in certain cities higher rates for different categories of hotels, apart from a base per diem for that city. If an official traveling to such a city should stay in one of the specified hotels, he is then entitled to receive the higher per diem subject to production of hotel receipts in original.
 14. The Chief Justice of the Supreme Court and the Speaker of the House of the Representatives shall be paid an amount not exceeding US \$ 1000 per day as hotel charges, irrespective of the country to which they are traveling to, in addition to the per diem allowances. However the payment of the hotel charges shall be subject to production of the relevant hotel receipts in original. In case original hotel receipts are not submitted along with the Travel Disbursement form as indicated in Annexure II, then the entire amount drawn, as advance on account of the hotel charges shall be refunded to the Government immediately.
 15. The proposal for travel abroad should have the approval from the competent authority for the entire period of the tour program, including journey period viz. from the date of departure from Liberia to the date of arrival back in the country. The per diem shall be admissible as per approved tour program. In case the approval is obtained only for the program period and journey period is not included, then one additional per diem shall be paid to cover contingencies, travel and transit period.

16. An official traveling abroad utilizing his/her own resources, shall on return to the country, submit a voucher for reimbursement of air ticket and per diem allowance with the approval for the travel undertaken from the competent authority. In all such cases travel disbursement form II along with the copies of used ticket stubs should be submitted.
17. If an official while traveling abroad is compelled to extend his stay/ visit to another country due to an unforeseen exigency, the voucher for any additional expenditure, not covered under the original approval can be submitted, along with the competent authority's sanction for the additional stay/travel.
18. In case the visit abroad is sponsored by an external agency that bears the cost of the visit including travel, board and 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 \$ 250 shall be paid as incidental allowance, in such cases.
19. In case, the external agency pays only the airfare, then the official shall be paid the full per diem for the duration of his or her stay abroad. However if the external agency bears either the cost of board or lodging only along with the airfare, then the official shall be entitled to 50 % of the permissible per diem.
20. In the case of Liberian students traveling abroad on scholarship funded by an external agency / Government, an amount of US \$ 150 shall be paid as incidental allowance for each student
21. It shall be ensured that air tickets for travel abroad are for travel to the place of duty, by the shortest route.
22. It shall also be ensured that air tickets for travel abroad are purchased at competitive rates by obtaining quotations from three different travel agents.
23. Upon return from abroad, officials are required to submit to the Ministry of Finance, a Travel Disbursement form; as per Annexure II within one week 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 Minister concerned, explaining the reasons thereof.
24. No future travel advances shall be paid to any one who has failed to submit the prescribed Travel Disbursement Form, for any previous journey, except as in cases, mentioned above, in Para 23. The entire travel advance will be recovered from those who fail to submit the Travel Disbursement form on return from their visit abroad and who subsequently leave the service of the government, from any arrears due to them, from the government.

25. The Ministry of Finance is required to maintain on a current basis a separate travel expense ledger reflecting each travel advance granted, the amount received, and the official receiving the advance, the check number and the date of the check. This ledger shall be cleared by recording the final approved payment and transferring the expenditure to the appropriate expense ledger.
26. The General Auditing Bureau shall audit travel transactions, in keeping with its mandate.
27. The Ministry of Finance may require whatever supporting documentation it deems necessary to verify time spent abroad and on official business. The Ministry of Finance shall audit all single instances of per diem reimbursement in excess of US \$ 3,000.00(Three thousand United States dollars) per trip. Annually, the Ministry of Finance shall audit travel allowances for all officials receiving in excess of US \$ 10,000.00(ten thousand United States dollars) per year.
28. All public corporations and parastatal organizations shall pay per diem at the same rates specified herein, subject to the approval of their respective Boards. The other conditions contained herein shall be adhered to.

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 Travel Advance Form	
(a) Name (s) and Title (s) of Person (s) traveling	
(b) Purpose of Mission & Destination (s)	
© Departure Date	
(d) Return Date	
(e) Total Days of Per Diem requested	
(f) Hotel charges requested (applicable only to President, Vice President, Chief Justice & Speaker)	
(g) Incidental allowances requested (applicable only to the President, Vice President & Heads of Delegation)	
(h) Source & Amount of any expenses to be borne by other than Government of Liberia (GOL)	
(i) Total Amount to be paid by Government of Liberia (GOL)	
(j) Copy of approval of the Office of the President / Heads of Institutions attached	Yes / No

Annexure II

Travel Disbursement Form

(a) Name (s) and Title (s) of Person (s) traveled
(b) Date & Time of Departure from Liberia
Date & Time of Arrival at Destination
Date & Time of Departure from Destination
Date & Time of Arrival in Liberia
Actual Time Spent Abroad less Personal Time
(Enclose copies of relevant immigration papers with dates)
(c) Amount of per Diem received
(d) Amount received as hotel charges (applicable to the President, Vice President, Chief Justice & Speaker)
(e) Actual amount spent on hotel (enclose receipts)
(f) Amount of incidental allowance received (applicable to the President, Vice President & Heads of Delegations)
(g) Amount expended (enclose all supporting documents)
(h) Air fares expended (enclose copies of ticket stubs & unused airline tickets)
(i) Details of check attached, in case of refund of overpayments (with computation details)