



TRAVEL AND SUBSISTENCE ALLOWANCE

Depending on the availability of funds the travel and subsistence of TALI shall be guided by the following;

For all funded destinations within Zimbabwe the following rates shall apply:

DESCRIPTION	AMOUNT
Accommodation per night	US\$50.00
Breakfast	US\$10.00
Lunch	US\$10.00
Dinner	US\$15.00
Incidental	US\$5.00
TOTAL	US\$ 90.00

- Lunch allowance shall be claimed for distance exceeding 35km within the office radius.
- Breakfast shall be claimed if the traveling is before 7am.
- The eligible accommodation is a 3-star hotel. If this exceeds one should seek authorisation from the Executive Director and receipts will be needed.

For unfunded Local travels the following rates shall apply;

DESCRIPTION	AMOUNT
Breakfast	US\$5.00
Lunch	US\$10.00
Dinner	US\$10.00
TOTAL	US\$ 25.00

NB: There is no accommodation and incidentals.

For Regional travels funded or unfunded travels the following rates shall apply:

DESCRIPTION	AMOUNT
Accommodation per night	US\$80.00
Breakfast	US\$15.00

Lunch	US\$20.00
Dinner	US\$20.00
Incidental	US\$20.00
TOTAL	US\$155 .00

For International travels funded or unfunded travels the following rates shall apply:

DESCRIPTION	AMOUNT
Accommodation per night	US\$100.00
Breakfast	US\$20.00
Lunch	US\$25.00
Dinner	US\$25.00
Incidental	US\$20.00
TOTAL	US\$ 190.00

Acquittals and liquidation of all travel advance shall be done in 3 days upon return and failure to do that the advance shall be deducted from the payroll or shall be deducted from advance of the following activity.

