



# Foundation for Healthcare Innovation and Development (FHIND) – policy on per diem

## **Per diem allowance**

Per Diem is a daily allowance paid to staff who travel. 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. 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. 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 provides per diem allowance as part of the funding/sponsoring assistance.

## **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

The per diem rates are normally set from time to time and varies 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.

## **Per diem process**

The finance team is responsible for obtaining the per diem rates for the destination to determine the accurate allowance payable to staff. The finance team is responsible for verifying the calculation before approval is obtained for payment of such allowance.

## **Lodging**

Travelers are expected to choose lodging that meets the traveler's schedule and business needs. Receipts are required for all lodging.

## **Local lodging**

Employees traveling locally typically do not require an overnight stay. The traveler must document the business purpose of the local stay.

## **Meals and Incidental Expenses (M&IE).**

Employees in travel status (travel requiring an overnight stay) on FHIND business are reimbursed up to the per diem rate for travel related meal expenses for their travel destination.

The M&IE rates include:

- Meals, non-alcoholic drinks, tax & tip
- Incidentals – e.g. baggage carriers, bellhops and hotel maids

Travelers will not be reimbursed for:

- Meal expenses exceeding the maximum meal rate for their destination city
- Any portion of the per diem that is being reimbursed as a part of a hospitality meal.

### **Incidentals**

Employees may include the daily incidental amount when determining the maximum M&IE rates. Gratuities for baggage carriers, porters, hotel staff (bellhops and house cleaners), as well as ATM fees, bank fees (stamp duty fees, COT fees etc), and check cashing fees are included in the daily incidental amount. Travelers may request reimbursement for laundry for domestic travel lasting seven (7) or more consecutive days.

### **Extended Day Travel**

"Extended Day Travel" is travel that is at least 12 hours and does not require an overnight stay. In these circumstances, the traveler may receive the dinner per diem only (no breakfast or lunch). Travelers will not receive reimbursement for any meal when travel is less than 12 hours.