

Our Policy

Per diems,
sitting allowances
and other reimbursements.

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plan:g
Partnership
for Global Health

Allowances as ineligible costs in all plan:g funded projects

These plan:g regulations concerning the ineligibility of allowances and comparable costs are based on an unclassified memorandum issued by then US ambassador Scott H. De Lisi to Uganda that was sent to inter-agency health teams, and others (as of April 8th, 2015). The plan:g regulations are applicable worldwide in all plan:g funded projects.

Salary Supplements or „Top Offs“

plan:g does not provide salary supplements, higher base salaries than the applicable scale, and does not „top up“ any salaries. Salary supplements are payments made to augment an employee's base salary or premiums, overtime, extra payments, incentive payments and allowances for which the employee or official would normally qualify under rules or practice the performance of their regular duties or work performed during their regular office hours. Examples of salary supplements include, but are not limited to, sitting fees and facilitation fees.

These salary supplements distort the health system by creating tensions among staff that are compensated differently at the same facility or for similar work in different units. This practice also makes it impossible for host governments to absorb these staff because their salaries do not conform to government salary scales or categories.

Per Diem Payments

Per diem reimbursements are not considered salary supplements. The purpose of a per diem is to reimburse the employee for travel related costs (e.g., hotel, transport, meals and incidentals) outside the geographic range of their normal duty station. Per diem payments for employees to attend functions within the geographical range of their normal duty station are not allowed. Per diem payments to ministry officials to travel in relations to their assigned duties are the responsibility of third parties and will not be paid.

Communications Costs

plan:g does not pay for the cell phones, air time, internet access or other communication costs (except as noted below). plan:g may, within reason and in accordance with prevailing market costs, provide funds to health facilities e.g. to follow-up by telephone with those clients who miss their appointments, follow-up cases and to support internet services for those facilities managing electronic systems.

Program Management Costs

plan:g may, in exceptional cases, provide funds to health facilities to support fueling of generators, laboratory services, and some clinical meetings (especially those focused on service quality improvement). Administrative costs, including for items such as stationary and printing and photocopying of service documents should be the responsibility of the project partner and should not be paid by plan:g unless previously reviewed, determined to be necessary, reasonable and in accordance with prevailing market costs, and formally approved.

Allowances

A governmental approved schedule of Standard Rates of Allowances applicable to government officials should be used when project partners attend implementing partner funded activities.

The following principles are essential

- Rates of allowances based on real costs. The measure of inflation would represent increases in real costs. It is envisaged that future governmental revisions will be based on changes in the cost of living;
- Harmonize the so-called Safari Day Allowance (allowance for travel over 6 hours) for all categories and clearly state that it should not be paid when lunch is offered to participants;
- Drop the Facilitation Allowances as a way of discouraging payment of facilitation fees from the beneficiary institution;
- Sitting and participation allowances will not be paid under any circumstances;
- Use one car per district for reimbursement of transport based on mileage from the workplace to the place of the event;
- No support for transport costs for participants from within the town;
- Rates are standardized for all professional officials on the expectation that all professionals incur the same costs when in travel status, irrespective of grade;

- The allowances should be paid only when it is absolutely unavoidable;
- In general, when people attend meetings and events, it should be assumed that the sending organization has an interest in being represented at the same event. Therefore, as a rule, the sending organization should be expected to cover all costs related to participation, including per diems and travel reimbursements;
- The foregoing notwithstanding, in special circumstances, it may not necessarily be in the interest of an organization to participate in a plan:g funded event, while participation by representatives from plan:g or other organizations is essential for the success of the event. In such cases, allowances may be paid as per applicable government schedule;
- Invitations to events should clearly indicate in advance which costs would be covered; allowances paid etc. This will prevent misunderstandings during and after events. In addition, this approach would facilitate the attendance of participants interested in the topic of the event;
- For multi-day events, the preferred approach should be to provide allowances in-kind only (meals, accommodation etc.). Such in-kind provisions should be clearly communicated in letters of invitation;

Support for Transport Costs

Financial support for transport costs when appropriate, is in principle based on reimbursement of actual costs. Where travel takes place in a personally-owned vehicle, guidelines for reimbursement per vehicle are provided below.

Fuel Cost	=	Distance * Cost / Consumption
Distance	=	Total Kms for trip (to activity and back to duty station)
Cost	=	Cost per liter (based on Shell market price for either petrol or diesel (whichever was actually used) at time of travel)
Consumption	=	Kms per liter (see rate below)

Fuel Reimbursement Guidelines

Fuel Consumption Rate: Passenger vehicle up to 7 seats 7 Kms per liter
Distances between Major Towns: As in Google Maps.

**Some directions
on eligibility and
ineligibility of
project costs.**



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