

## **CITAD Travel Policy and Procedures**

### **Regulations**

CITAD shall pay an out-of-station per diem to any employee traveling outside his/her assigned location on official CITAD business as evidenced by a Travel Authorization signed by the Executive Director. Per-diem is intended to cover accommodations, meals, and incidentals and is set by the Executive Director. Additional expenses directly related to official business travel such as official phone calls, road tolls, gasoline, for example, shall only be reimbursed when appropriate receipts are presented. When traveling on official business,

- a) Only 70% of the total estimated meals and incidental per diem portion will be advanced to the traveler.
- b) Receipts for food are not required as that is covered in per-diem.
- c) A travel advance and authorization must be turned into the accountant before a cash advance is given.
- d) Only receipts for expenditures incurred during the time of travel and directly related to CITAD business are acceptable.
- e) This policy applies to domestic travel arrangements for everyone who travels on a pre-approved CITAD business.
- f) Only approved selected hotels shall be used for accommodation.

No one receives per diem for travel to another city, Local Government Area (LGA) or village within his/her state of work if s/he is returning the same day.

### **Travel Management:**

CITAD administrative staff is responsible for providing travel management services; including but not limited to:

- a) Travel advise- Logistics, safety
- b) Bookings ie Flight/ Accommodation (where CITAD has no official designated hotels)
- c) Ticketing management
- d) Other ancillary services including vehicle arrangement to and from the airport.

### **Travel Authorization and Scope of work Forms;**

No travel shall be approved unless the travel and scope of work authorization forms is fully filled by the staff and duly signed by the Executive Director or his/her designee.

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Below is a copy of template of travel authorization and scope of work

### **Documentation**

- a) CITAD travelers are responsible for ensuring that they maintain all documents with regards to the travel request, travel approval and all supporting documents for travel expenses.
- b) All travel payments and retirements are to be completed within 5days upon return to office
- c) No additional advance shall be given to staff until prior retirement of the previous advance.  
Failure to retire advance within 5days, funds advance to staff shall be recovered from his/her monthly salary.
- d) No cost incurred by the accompanying dependent shall be paid by CITAD.
- e) All retirements **MUST** be submitted with a trip report. (copy below)

### **Transportation policy**

Staff inter-state transport is on mileage at the rate of N17.00 per kilometer. Staff intra-state Transport Allowance is N4, 000.00 per trip. Where there is the need for a staff to board a plane, he/she can board only economy class, and such a staff must provide all the evidences including air ticket, boarding passes and taxi tickets for two way travels, otherwise one way travel will be re-reimbursed.

### **6.12 Per Diem Policy**

- Per Diem is paid when staff is out of primary station for CITAD business.
- Per Diem rates to be paid are function of the locations of the staff when the per diem is earned.
- To earn breakfast the staff must have proceeded on the journey by 7am.
- To earn lunch the staff must have proceeded on the journey before 12noon.
- To earn dinner the staff would have returned to the primary station by 7pm.
- The same per diem rates apply to CITAD Invitees/visitors and consultants.
- Per Diem should be paid at the point of entry for visitors.
- CITAD staff are subject to local per diem rates in a visiting affiliate/secretariat.

### **Current Per Diem Rates for CITAD (Nigerian Naira)**

<b>Locations</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Total</b>
Lagos	2,000	3,000	3,000	<b>8,000</b>
Abuja/PH/Calabar	2,000	3,000	3,000	<b>8,000</b>
Makurdi/Kano/Kaduna	2,000	3,000	3,000	<b>8,000</b>

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Other Locations	1,500	2,500	2,500	<b>6,500</b>
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- Hotel rate for major cities in Nigeria (Abuja, Lagos, Port Harcourt, Kano etc) is fixed at N15,000.00 per night, while hotel rate for local areas if fixed at N12,000.00 per night.
- Where a staff decides to stay at a cheaper hotel, organization is not bound to pay his/her balance

**Travel Scope of Work**

Date	Description of Activity	Location

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<b>Prepared by:</b>		
		<b>Date:</b>
<b>Reviewed by Finance and Administration:</b>		
		<b>Date:</b>
<b>Authorised by Executive Director:</b>		
		<b>Date:</b>

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