



Rwanda NGOs Forum on **AIDS** and
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RNGOF on HIV/AIDS **& HP:** TRAVEL & EXPENSE POLICY

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1. BACKGROUND OF RNGOF on HIV/AIDS & Health Promotion.

Rwanda NGO Forum on HIV/AIDS and Health Promotion (RNGOF on HIV/AIDS & HP) is an umbrella/network of local, national NGOs committed directly or indirectly to fighting against HIV/AIDS in Rwanda. It was created in 1999 and gathers more than 100 national NGOs members whose activities in fighting against HIV/AIDS and the promotion of health in Rwanda are coordinated, monitored and evaluated. The Forum is a network of National NGOs decentralized up to district level. It is also a member of the Rwanda Civil Society Platform (RCSP) at National level, the Eastern Africa National Network on AIDS Service Organization (EANNASO) at the regional Level, African Council on AIDS Service organization (AFRICASO) and International Council on AIDS Service Organization (ICASO) at international level. In its day-to-day activities, RNGOF on HIV/AIDS & HP deals with coordination, capacity building, advocacy, funds mobilization and Monitoring and Evaluation of activities of its members in collaboration with key partners in particular , Rwanda Bio Medical Center (RBC).

1.1. RNGOF on HIV/AIDS&HP Structure

The RNGOF on HIV/AIDS&HP is a network of NGO (Local, National and International NGOs) decentralized up to district level, which are interested in and committed directly or indirectly to fighting against HIV/AIDS in Rwanda.

Its organizational structure is composed of a General Assembly chaired by the Chairperson of the RNGOF Board of Directors of the Board of Directors. The second body is the Board of Directors, elected by the General Assembly from member NGOs. The third body is the Conflict resolution organ composed of 3 persons elected by the General Assembly based on their integrity.

The daily management of the RNGOF on HIV/AIDS&HP is vested in an Executive Secretariat headed by a Coordinator recruited transparently by the Board of Directors by virtue of competence. The Executive Secretariat is composed of 2 Departments, one in charge of Programs and the other for Administration and Finance. Finally a Coordination committee

composed of three members at the level of each District is elected by member NGOs operating at the District level.

The General Assembly is the highest governing body, whose decisions and instructions always outweigh those of other organs of the organization. It comprises all effective members.

Under the General Assembly body, the second principal governing body is the Board of Directors which exercises ongoing governance functions such as setting the organization's policies and strategies or safeguarding and promoting the organization's mission. The conflict resolution organ promotes mediation and strives to find solutions to complaints from member NGOs of the Forum.

The Executive Secretariat on the other hand coordinates or manages day to day operations of the umbrella Secretariat including the coordination of the different activities undertaken at the District level. The District Coordination Committee assures the effective representation of the RNGOF on AIDS&HP at the District level. The following organizational chart shows the flow of authority from the general Assembly through the Executive Secretary to the staff.

2. RNGOF ON HIV/AIDS & HP VISION

Together for a healthy society

Eradication of all barriers that could compromise the behavior change of Rwandan population by way of which men, women and children are protected from HIV/AIDS and PLWHA are able to partake in the same rights as all citizens.

3. RNGOF ON HIV/AIDS & HP MISSION:

To promote, coordinate, monitor and evaluate activities of NGOs engaged in the fight against HIV/AIDS in Rwanda, Networking and advocacy for civil society involvement in all HIV/AIDS program and policy development in order to improve the living conditions of the affected communities.

4. RNGOF ON HIV/AIDS & HP CORE VALUES:

- Solidarity and collective actions in HIV response and health promotion programs implementation;
- Active participation and involvement of members, government institutions, DPs and other stakeholders;
- Ensuring and maintaining credibility, reliability, integrity, accountability and transparency in all operations;
- Ensure gender mainstreaming and human rights in all activities;
- Greater Involvement of people living with HIV& AIDS (GIPA);
- Use of rights, evidences and results based approaches in all HIV/AIDS and health promotion programs.

5. PURPOSE OF THE POLICY

The purpose of this Travel and Expense Policy is to create minimum norms and standards for RNGOF ON HIV/AIDS & HP employees travelling on the organization's business domestically. Employees shall make every effort to ensure that their travel arrangements are in accordance with the guidelines outlined herein and utilize these as the benchmark to ensure efficient, cost effective, transparent and responsible travel related arrangements. RNGOF on HIV/AIDS & HP is to adopt the policy as a minimum standard to develop similar or more stringent policies, instructions and standard operating procedures where applicable.

6. POLICY OBJECTIVES

The key objectives of this Travel and Expense Policy are:

- 6.1.To provide a policy framework for the consistent decision making for RNGOF on HIV/AIDS & HP with the view to facilitate travel and accommodation and related expenditure , by employees and other individuals or groups;
- 6.2.To set parameters within which officials and defined individuals and groups ,ay claim reimbursement for costs incurred prior to, during and after the trip has been undertaken.

7. SCOPE OF TRAVEL AND EXPENSE POLICY APPLICATION

7.1. This policy applies to all temporary and contracted employees of RNGOF on HIV/AIDS & HP.

7.2. When independent consultants are required to travel for the organization's business the Travel and Expense Policy will apply. Any deviations must be approved by the finance manager/delegated authority. In addition, care should be taken to include clear guidelines on which party (either organization employee or contract) is responsible for the respective financial and non-financial risks associated with travel. Aspects that should be conserved are:

- a. Appropriate travel insurance cover and the payment thereof;
- b. The Travel and Expense Policy most suitable for the arrangement for the party/parties;
- c. The responsibility for the funding of the visits ; and
- d. The principle that expenses and/or allowances cannot be paid twice or more than twice.

7.3. The policy covers both international and domestic travel and accommodation as most of the policy issues are principally the same. Where distinction is required, it will be clearly indicated.

7.4. The policy contains policy principles relevant to certain circumstances ; it does not include procedures or processes.

8. LEGAL OBLIGATION

As Article 85 of the Rwanda labor law stipulates, when an employee is, by professional obligation, compelled to make an occasional and temporary travel outside his/her usual workplace, he/she shall have right to payment of transport, per diem and accommodation fees. The amount of those fees is determined by a decree of the Minister having labor in his/her attributions after consulting the employees and employers' associations.

9. KEY DEFINITIONS

Accommodation: means the rental of lodging facilities while away from one's place of abode, but on authorized official duty.

Authorizing official: means the employee who has been appointed or designated to authorize travel in respect of travel requests and expenses.

Board of Directors: means a member belonging to a body that provides oversight and assurance functions over daily operations of an institution; and in RNGOF on HIV/AIDS & HP they include:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Board of Directors-Programs – In- Charge.
- Board of Directors –Finance-In-Charge

In-Country travel: means travel within the borders of the republic of Rwanda

Travel Expenses: refer to expenses incurred by the organization employee on authorized trip

Fuel Voucher: means document issued by finance manager to purchase pre-paid fuel

10. RNGOF on HIV/AIDS & HP MISSION MANAGEMENT

10.1. MISSIONS WITHIN THE COUNTRY

10.1.1. Generalities

The procedure applies to the missions to be carried out within the framework of the activities of the FORUM. All the orders of missions of the agents of the executive secretariat are signed by the Executive Secretary of the FORUM.

- ✓ The Mission Order of the Executive Secretary of the FORUM and other bodies is headed by the Chairperson of the RNGOF Board of Directors of the FORUM.

Mission expenses include: .

- Perdiems;
- Fuel burners required to complete the mission;
- The hotel expenses;
- Miscellaneous charges authorized and negotiable;
- The paid journal rates are subject to the following government rate :
the Ministerial Decision of 28/8/2008 .

Table 1 : RNGOF on HIV/AIDS & HP In and Out- of the Country Travel & Communication Expenses

Personnel Categories	One day and Night	Day	Communication	Transport
Senior Managers	20,000	7,500	2,500	RNGOF
Junior Managers	15,000	5,000	2,500	RNGOF
Technicians	13,000	5,000	2,500	RNGOF
Support Staff	10,000	4,000	-	RNGOF

11. SPECIFICITIES OF RNGOF ON HIV/AIDS & HP PERSONNEL CATEGORIES:

- **Senior Managers:** Board Members and the Executive Secretary;
- **Junior Managers:** Department managers (Program Manager, Project Officer, Finance Manager)

- **Technicians:** Administrative assistant, Manager, District Coordinators etc. (these are the people who work in the different departments and support staff)
 - **Support staff:** drivers, orderlies, temporary agents, interns.
- ✓ **Before approving travel requests, the authorizing official should consider:**
 - a) The necessity to travel;
 - b) The benefit to the organization
 - c) The most cost-effective option
 - ✓ Each travelling employee will safeguard the organization's information and assets while travelling and avoid compromising that security.
 - ✓ Travelling employees are not allowed to approve their own requests and expenditure for travel and accommodation.
 - ✓ For ground transportation :
 - The most cost-effective mode of transportation should be employed at all times
 - In cases where transportation mode (air or road) are convenient, travelling employee must attach proof that the selected mode is the cheapest , taking into account the cost of the trip, time consumed and productivity
 - The employee will be reimbursed when making use of public transport for office business
 - The travelling employee must submit a receipt as proof of payment
 - ✓ **Additional Expenses**
 - All additional expenses such as private phone calls, internet, alcoholic drinks, toiletries, movies etc shall be for the travelling employee's own account. The travelling employee shall settle these expenses at the time of departure
 - If the traveler fails to settle the additional charges at the times of check-out, the organization must take disciplinary action
 - ✓ In the case of sickness or injury during a domestic trip , the Traveling employee will be responsible for his or her own medical expenses
 - ✓ The organization should budget and account for all travel and subsistence expenditure

- ✓ The traveler cannot claim actual expenses for expenses that are covered in terms of the allowance. Meals included in accommodation rates will be excluded from the allowance e.g breakfast cannot be claimed if the accommodation rate includes breakfast.
- ✓ Where possible, Travelling employees and authorizing parties should try to find the most benefit to the organization at the best possible cost.
- ✓ The amount of fuel is a function of the distance to be traveled and the consumption of the vehicle.
- ✓ No later than eight days after the return mission, a report must be submitted. If the mission has more than one member, the Executive Secretary has the responsibility of the head of mission, who will be responsible for the proper conduct of the mission and the drafting of the mission report.
- ✓ No later than two days after the return of the mission, the receipts for various charges and hotel must be issued to the Accountant Manager. If the mission includes other members of the RNGOF ON HIV/AIDS & HP bodies, the head of mission is appointed by the Chairperson of the RNGOF Board of Directors of the RNGOF ON HIV/AIDS & HP Board of Directors.

12. The Mission Order Procedure Consists the Following Operations.

- Filling in the Mission Order; .
- Signature of Mission Order by the Executive Secretary / or by the Chairperson of the RNGOF Board of Directors of the Board of Directors
- Supply of fuel / payment of mission expenses;
- Execution of the mission
- Delivery of the vouchers to the accounting for the account assignment.
- Submission of the mission report

13. PREPARATION OF THE MISSION ORDER

The Executive Secretary who controls the missions to be carried out within the framework of **RNGOF ON HIV/AIDS & HP** asks the administrative assistant to prepare the Mission Order, specifying:

- The name of the mission organization;

- Name, surname and position of the person concerned;
- The place for departure;
- Date of departure and return;
- Objective of the mission;
- License/ Number plate of the vehicle.

The Mission Order is presented to the Accountant Manager for the checking after confirmation of the budget line. The Mission Order is submitted to the Executive Secretary or the Chairperson of the RNGOF Board of Directors for signature.

The Mission Order is drawn up in 3 copies, one of which is for:

- The party of interest.
- The Executive Secretary;
- The Accountant Manager

13.1. Payment of Mission Expenses

The three (3) copies of the Mission Order are sent to the Accountant Manager who;

- Processes payment of the amount appearing on the Mission Order;
- Hands the original copy of the Mission Order to the party of interest;
- Submits a copy to the supervisor
- Provisionally files the signed copy by the beneficiary of the mission as support document

13.2. Availing Fuel

The Accountant Manager:

- Prepares the fuel voucher
- Updates fuel management register
- Submits the fuel voucher to the designated user

13.3. Writing the mission report

10.3.1. On Returning From the Mission:

- The head of the mission writes and signs his mission report;

- Submit the original (s) of the Mission Orders to the Executive Secretary for review and analysis; -
- The driver, as a way of reporting, will complete the usual vehicle log on departure and arrival.

For the Executive Secretary RNGOF ON HIV/AIDS & HP and members of the forum, his/her/their Mission Orders are approved and signed by the RNGOF Chairperson Board of Directors.

14. MISSIONS WITHIN THE COUNTRY

The formalities concerning the request for the Mission Order and the reporting are identical while within the country's boundaries. The daily flat rates paid (including hotel fees) are \$ 210 / day for anyone charged to the RNGOF ON HIV/AIDS & HP.

1. **Reviewed By: Nooliet KABANYANA** Executive Secretary RNGOF on HIV/AIDS & HP:

Date : 4th January 2016

Signature: _____

2. **Approved By: Felicite RWEMALIKA** Chairperson Board of Directors RNGOF on HIV/AIDS & HP :

Date: 4th January 2016

Signature: _____