

Lake Tanganyika Biodiversity Project

Daily Subsistence Rates

(revised May 1999 - effective June 1999)

Owing to changing prices in some locations and misunderstandings by some project staff regarding the purpose of subsistence allowances while attending workshops and meetings, the basic rates and structure have been revised and the following notes are provided. Hopefully this will clarify project policy and procedures on this matter.

1. LTBP staff travelling on project business are entitled to a daily subsistence allowance, (DSA). As directed by the project Steering Committee this allowance is set by the PCU at a rate that will cover the cost of reasonable accommodation, food, and incidental expenses (laundry, local telephone calls, local in-town travel etc - unless these amount to substantial sums and are separately justified on travel claims). This allowance is NOT to be regarded as financial compensation for work on behalf of the project.
2. Daily subsistence allowances vary according to the location the staff member is visiting and level of accommodation occupied.
3. For all regularly visited locations there is a Marker Hotel. The basic rate of subsistence for that location is based on the room rate and food prices at the Marker Hotel taking into account any UN or project negotiated reductions (excluding one-off prices for large groups).
4. All project staff are entitled to stay at the marker hotel (except for technicians and ancillary staff who receive the "other hotel" rate – see below), however, should a staff member chose not to stay at the marker hotel, or one of equivalent level, then they are entitled to receive the "other hotel" rate only There are no marker hotels for the "other hotel" rate and staff may stay where they wish.
5. Staff are not permitted to receive the higher rate in advance on the assumption they will stay in the marker hotel and then desert that hotel for a cheaper one on arrival. This is totally against UN and Steering Committee directives and constitutes a wilful misuse of project resources.
6. Staff members travelling on project business within their own country will be paid subsistence in local currency. Staff members travelling to other countries for project business will be paid subsistence in \$US. In regions where foreign currency exchange is not liberalised, this payment will be made in traveller's cheques.
7. All LTBP staff travelling on project business must file a travel claim with one of the project offices (Ruumbura Dar es Salaam Kisumu Mbulungu or UK) after

their trip. For staff claiming the upper rate, hotel receipts from the marker hotel (or an equivalent-level hotel should the marker hotel be fully occupied) noting the dates and costs, should be stapled to the travel claim form. Claims lacking hotel receipts will be reimbursed at the lower rate for that location. Staff claiming the lower rates need not submit receipts.

8. During workshops it is highly desirable that all staff; participants, resource people and facilitators stay at the same location. If practicable and the numbers are sufficient to warrant a substantial discount the project will pay for accommodation direct and a per-diem will be paid to each participant for meals and incidentals not provided by the project.
9. At certain marker hotels, indicated by an asterisk in the attached list, the project has established discounted rates. It is the responsibility of the staff member to notify the hotel management on arrival that you are travelling on LTBP project business and claim the discount.
10. If you stay with friends or family and thus do not incur accommodation charges, you may claim 40% of the higher rate of subsistence for that location.
11. For locations where no rate is given actual expenses plus 10% will be paid provided clear and correct receipts are obtained and submitted with a claim form.

The following rates are valid until further notice. The Project Coordinator will review these rates at regular intervals and make adjustments if necessary.

<u>Location</u>	<u>Marker Hotel</u>	<u>Rate</u>
<u>BURUNDI</u>		
<i>Bujumbura</i>	<i>Source du Nil*</i>	\$ 90
	<i>Other</i>	\$ 60
<u>DEMOCRATIC REPUBLIC OF CONGO</u>		
<i>Kinshasa</i>	<i>Hotel Intercontinental</i>	\$225
	<i>Other</i>	\$100
<i>Uvira</i>	<i>Hotel du la Cote</i>	\$100
	<i>Other</i>	\$50
<i>Bukavu</i>	<i>Hotel Residence</i>	\$125
	<i>Other</i>	\$50
<u>TANZANIA</u>		
<i>Arusha</i>	<i>New Arusha</i>	\$110
	<i>Other</i>	\$ 60
<i>Dar es Salaam</i>	<i>Karibu*</i>	\$120
	<i>Other</i>	\$ 60
<i>Dodoma</i>	<i>Railway Hotel</i>	\$ 35
	<i>Other</i>	\$ 20
<i>Kigoma</i>	<i>Railway Hotel*</i>	\$ 40
	<i>Other</i>	\$ 20
<i>Mwanza</i>	<i>Tilapia</i>	\$110
	<i>Other</i>	\$50
<i>Natl. Parks</i> Inc camping and R/V Echo)	<i>(accommodation provided)</i>	\$ 13
<i>Upcountry</i>		\$ 20

ZAMBIA

<i>Kasama</i>	<i>Guest House</i>	\$40 \$20
<i>Lusaka</i>	<i>Holiday Inn,* Pamodzi*</i>	\$ 120
	<i>Fairview</i>	\$ 105
	<i>Other</i>	\$ 85
<i>Mpulungu</i>		\$ 30
<i>Natl. Parks</i>	<i>Chalets*</i>	\$ 18
<i>Camping and R/V Silver Shoal</i>		\$13

KENYA

<i>Nairobi</i>	<i>Fairview</i>	\$120
	<i>Other</i>	\$ 65
(note: If full board accommodation provided by airline)		\$20

RWANDA

<i>Butare</i>	<i>Hotel Ibis</i>	\$60
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(note: when using Kigali International Airport, the project requests that you lodge in Butare rather than Kigali).

U.K.

<i>Chatham</i>		\$150
<i>Elsewhere</i>	(Consult PCU)	

MISCELLANEOUS

Project staff who travel to the field for the day (i.e. do not overnight) are entitled to a lunch allowance equivalent to \$3, paid in local currency.

Project staff travelling long-distance on trains (*Tan-Zam Railway, TRC*) or boats (*Liamba, Mwongozo*) are entitled to first-class accommodation and \$12/day for food.