

12.2. Travelling & Daily Allowance for Government Officials

12.2.1. Background

In order to implement the different projects/programmes of Welfare and Relief Committee with the support and collaboration of Federal, Provincial and District Governments and its related departments and line agencies, there is always a need to engage and invite them for different events, activities and trainings, etc. due to which it is necessary to give them the financial support in order to cover their different costs related to travel, boarding & lodging and per diem etc. on the basis of which it is necessary to have a policy on the basis of which we reimburse these cost on consistent basis.

The basic purpose of this policy is to manage the TA & DA of Government of Pakistan Officials on a consistent basis. This will include engagements in events, activities and trainings. These allowances will only be eligible where prior written approval has been given by the head of base/country director; and where the official has been invited by Welfare and Relief Committee and they are not receiving reimbursement/financial support from any other sources.

12.2.2. Exclusion

This policy is not applicable for the Welfare and Relief Committee's staff employed or supporting different Government departments and Drivers of the Government officials. Welfare and Relief Committee will not pay any amount in terms of TA/DA for their regular work.

12.2.3. Reference Document for Designing of the Policy

All the below mentioned rates are based on review of the following documents

- "Manual on Travelling Allowance Rules" designed and developed by Government of Pakistan, Finance Division, Regulations Wing August, 2012
- Standard rates for UNICEF assisted programme/projects September, 2015
- The daily allowance is a uniform allowance for each full working day of absence for the official work/assignment and is intended to cover the daily charges incurred by a Government servant in consequence of such absence.
- Welfare and Relief Committee will pay Daily Allowance at the rate applicable to Government Officials as per the following ceilings.

BPS/Grades	Ordinary Rates	Special Rates
1 – 4	620	1,000
5 – 11	780	1,100
12 – 16	1,400	1,800
17 – 18	2,500	3,200
19 – 20	3,100	4,100
21	3,500	5,000
22	3,500	6,000

- Specified stations for special rates are Hyderabad, Karachi, Sukkur, Bahawalpur, DG Khan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Northern Areas, Muzaffarabad and Mirpur (AJ&K)*
- Daily allowance is also applicable for travel days
- In case of overnight stay, it is necessary to get the approval in advance by the event organizer from the base head/CD. If the Government Staff arranges their own accommodation, Welfare and Relief Committee will pay two times the above mentioned amount of the DA against per night
- At the time of the reimbursement, the Government officials have to submit their proof of BPS/Grade

12.2.5. Travelling Allowance

- Transportation fare represents the actual cost of the transportation between the duty station and destination based on the direct and most economical route
- Unauthorized deviation from regular route will be paid by the traveller

- The reimbursement of Toll Tax on Motorway paid by an officer while travelling on official duty/tour by his/her own car subject to provision of original receipt.
- Welfare and Relief Committee will reimburse the travelling allowance as per the following:

Mode of Travel	Applicable Rates
Personal Car/Rent a car	@ PKR 10 per kilometre , total KMs will be estimated by the Action Against Hunger Staff at the time of reimbursement
Public Transport	@ PKR 02.50 per kilometre, must be supported by the original receipt
Air Travel	Based on actual economy class fare using the most direct and economical route on Pakistan International Airline (PIA), must be supported by original receipt
Taxi for local Travel (home/hotel to Airport & back)	1. Home/hotel to Airport @ PKR 1,000 2. Airport to Home/Hotel @ PKR 1,000
Taxi for local travel (Home/hotel to field site/training venue & back)	1. Home/hotel to field site/training venue etc. @ PKR 500 2. Field Site/training venue to Home/Hotel @ PKR 500