

Evidence Action

Global Finance Policies and Procedures Manual For Staff

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Policy Application Guidelines

This matrix below outlines which policies apply to each category of Staff at Evidence Action.

	Type of Staff			
	U.S.-Based Staff	Africa Region-Based GRS Staff	Africa Region-Based NRS Staff	GRS Staff Outside Main Office*
Global Travel Policy (FIN.G.EXT.01)	x	x	x	x
Supplemental Procedures for U.S. Staff Travel (FIN.US.EXT.01)	x			x
Supplemental Policies and Procedures for Africa Region Staff Travel (FIN.AR.EXT.01)		x	x	
Business Entertainment in Africa Region (FIN.AR.EXT.02)		x	x	
Cell Phone (FIN.G.EXT.03)	x	x	x	x
Corporate Credit Card (FIN.G.EXT.04)	x	x	x	x
Staff Relocation (FIN.G.EXT.05)	x	x	x	x
Supplemental Africa Region Staff Relocation (FIN.AR.EXT.05)			x	
Grants Management (FIN.G.EXT.06)	x	x	x	x
Vehicle Use and Fleet Management (FIN.AR.EXT.07)		x	x	

* Exceptions may apply where Staff are hosted by Partner organizations and follow Partner policies.

TRAVEL (FIN.G.EXT.01)

Policy Reference: FIN.G.EXT.01

Effective Date: 10 December 2019

Origin: 15 November 2015

Updated: 30 April 2023

PURPOSE

The purpose of this policy is to ensure that all Evidence Action Staff travel in accordance with the mission and objectives of Evidence Action. This policy provides guidelines for undertaking business travel and outlines what may and may not be reimbursed when on business travel for the organization. This policy should be applied along with the Supplemental Procedures for U.S. Staff Travel (FIN.US.EXT.01) and Supplemental Policies and Procedures for Africa Region Staff Travel (FIN.AR.EXT.01). This policy applies to all Evidence Action Staff who undertake travel for business purposes.

POLICY

Business travel and the expenses associated with it will be authorized only in circumstances which are clearly consistent with the mission of the organization. It will be the responsibility of each Supervisor to ensure that their staff member's travel meets this objective. All travel should be arranged consistent with Evidence Action's principles of cost-effectiveness and value for money.

Allowable expenses include and are not limited to the following: economy class air, train, and bus fare; business-class or first-class train and bus fare in the Africa region; rental car fees; the cost of lodging; the cost of meals; the cost to obtain an appropriate visa(s) for international travel; taxis to and from place of entry and exit (e.g. airports, train stations); taxis to and from business meetings, business dinners, approved company functions; internet usage at airports, in flight, and hotels; international transaction fees incurred for business expenses; laundry or dry cleaning expenses for trips more than five consecutive nights; overweight and/or over-limit (up to two) baggage is allowed if the overage is due to business equipment required for business; travel immunizations and disease-prevention or treatment supplies; seat selection fees where appropriate; M&IE for business travel as provided in local policies.

Non-allowable expenses include and are not limited to the following: airfare or transportation to or expenses in any venue other than the place of business for personal time; business-class or first-class air fare; costs incurred for travel or transportation of family members; laundry or dry cleaning expenses for trips less than five consecutive nights; charitable contributions to local organizations; transport to and from personal meals; recreational activities or personal entertainment; international transaction fees incurred for personal expenses; lost luggage and contents; and passport renewal fees.

Staff may add and pay for a personal leg to a business itinerary, while clearly distinguishing between business and personal expenses. If a combined business/personal itinerary is equal to or less than the cost of a business-only airfare, there is no cost to the Staff member. If a combined business/personal itinerary is greater than the cost of a business-only airfare, only the business portion of the ticket will be reimbursed.

In general, Evidence Action does not support a substitution or exchange philosophy with regard to travel expenditures. If a Staff member chooses a less expensive option, it would not be appropriate to utilize this "cost savings" somewhere else. All expenses for reimbursement must have a substantiated, business purpose.

Maximum Daily Allowance

Staff on international travel (i.e., travel outside the country of their Duty Station) and travel within the U.S. for valid and approved business purposes will be reimbursed for the actual cost of eligible expenses up to the maximum daily allowance amount. Meals and incidentals and the cost of lodging and accommodations are eligible for reimbursement with receipts.

The maximum daily allowance for the actual cost of meals and incidentals is \$50 for international travel and travel within the U.S. This rate includes the cost of breakfast, lunch, dinner and incidental expenses. Maximum daily allowance are permissible for a layover where a night of lodging is necessary for Staff to arrive at their final destinations ready to perform for the start of the work day. It is acknowledged that in some circumstances, it may be unavoidable to exceed these rates. It is at the Supervisor's discretion, in conjunction with the Controller, to approve higher amounts within reason provided appropriate justification or documentation. For example, an email request approved by the Supervisor and [Controller](#) about a particular travel destination being relatively expensive is sufficient. This email exchange should then be subsequently attached to the expense report when the expense is submitted.

The maximum daily allowances for lodging and accommodations is \$200 per night (inclusive of taxes). Where available, cost-effective alternatives to hotels such as Airbnb or VRBO are permitted. It is acknowledged that in some circumstances, it may be unavoidable to exceed these rates. It is at the Supervisor's discretion, in conjunction with the Controller, to approve higher amounts within reason provided appropriate justification or documentation. For example, an email request approved by the Supervisor and Controller containing a listing of hotel or Airbnb rates for the relevant travel dates showing average prices is sufficient. Such approvals should be made in advance of incurring the expense. This email exchange should then subsequently be attached to the expense report when the expense is submitted.

For any Long-Term Travel, expenses for lodging and accommodations are allowable at the standard maximum daily rate. Cost-effective short-term rentals such as Airbnb or VRBO are preferred. Meals and incidentals rates do not apply for Long-Term Travel.

Ground Transportation

Ground transportation are not included in the maximum daily allowance. Rail, metro, and bus fares are eligible for reimbursement. Taxi fares including gratuity of up to twenty percent (20%) of the bill are eligible for reimbursement. Where available, cost-effective app-based rideshare alternatives such as Uber or Lyft are permitted.

Rental car fees are eligible for reimbursement. Staff may request either compact or midsize vehicles for travel associated with business.

Mileage for use of Staff's personal vehicle and tolls for business travel, not routine commuting, are eligible for reimbursement. For travel in the U.S., mileage is reimbursed at the current rates established by the U.S. Internal Revenue Service. For travel in the Africa region, reimbursement for the use of personal vehicles is not encouraged and will be evaluated on a case-by-case basis as indicated in the Supplemental Policies and Procedures for Africa Region Staff Travel (FIN.AR.EXT.01). Staff assume the responsibility for all parking and traffic fines and violations. Staff are expected to follow applicable local, state and federal laws and regulations, including regarding the use of electronic devices while driving. Staff are strongly encouraged to not use phones for texting or calls unless in hands-free mode. Any Staff charged with traffic violations resulting from the use of their electronic devices while driving will be solely responsible for all liabilities that result from such actions.

Communications

Expenses related to travel communications are eligible for reimbursement. Internet usage fees at airports, hotels, Internet cafes, in-flight, and other public spaces are permitted. Staff are requested to research

options for international cell phone connectivity (including voice, text, and data) or obtain local SIM cards when available prior to embarking on international business travel in order to identify the most cost effective option. Staff are expected to understand their personal cell phone plans before traveling internationally to ensure that the communications costs are cost-effective and appropriate. Communications expenses while on business travel are in addition to standard monthly cell phone reimbursement or allocation.

Air Travel

All staff should travel at the lowest possible cost taking safety/security considerations and U.S. Government regulations (where applicable) into account. Economy class air tickets are required for all Evidence Action air travel. Use of air travel will be on a need basis and primarily when the time and cost of travel by road is not efficient, economical, or safe for the organization.

Expenses

Expense reports should be submitted according to supplemental procedures (please see FIN.US.EXT.01 and FIN.AR.EXT.01 below).

In the case of natural disaster or medical emergency where additional travel expenses will be incurred, proper documentation must be provided with the expense report submitted.

DEFINITIONS

Staff – All employees working for Evidence Action.

Travel – Any and all travel outside of the city of the base duty station in the performance of officially sanctioned duties on behalf of Evidence Action.

Long-Term Travel – Any travel undertaken by an individual staff who away from his/her Duty Station for more than 21 consecutive calendar days.

Allowable Expenses – Payments for expenses on behalf of Evidence Action that will be reimbursed or paid. Includes receipted expenses and non-receipted expenses. Includes expenses charged to Corporate Credit Card. All expenses charged to the Corporate Credit Card must be in accordance with the Travel and other relevant policies. Includes expenses that are paid from travel advances.

Non-Allowable Expenses – Payments for expenses that will not be reimbursed or paid.

Receipted Expense – An expense that must be substantiated with a receipt in order to be paid or reimbursed. Does not include expenses under \$25.

Non-Receipted Expense – An expense that does not need to be substantiated with a receipt in order to be paid or reimbursed. Includes M&IE payments and expenses under \$25.

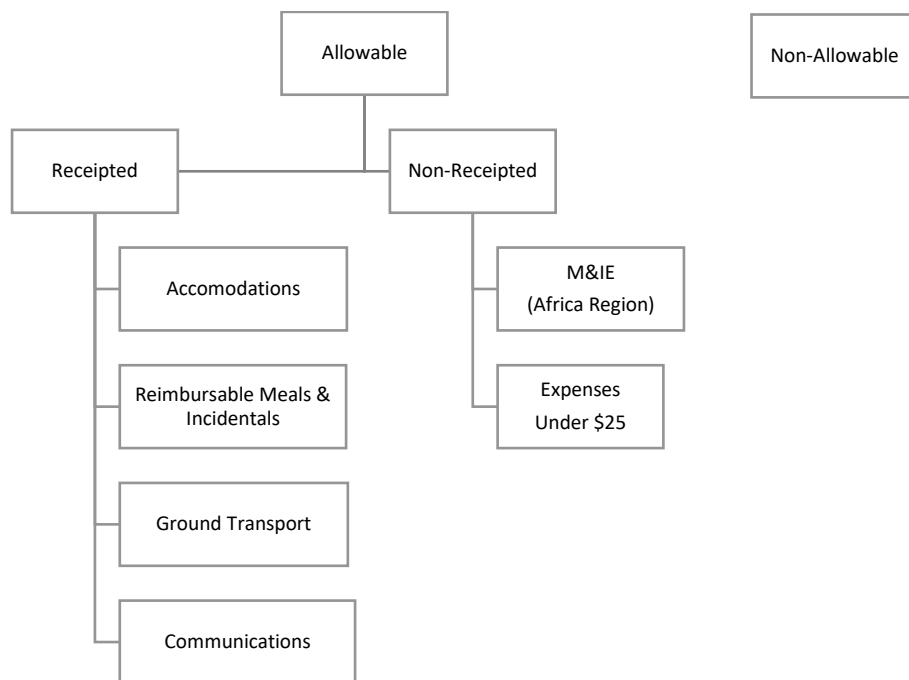
Incidentals – A minor expenditure associated with business travel such as fees and tips given to porters, baggage carriers, hotel staff.

M&IE – A daily allowance that is paid to staff for travel expenses including meals and incidentals when staff travel for business. At Evidence Action, M&IE applies only to local travel in the country of residence in the Africa region as per the Africa Region Travel Policy. M&IE does not include expenses for lodging and accommodations.

Expense Report – An Expense Report is a form completed by staff to itemize the expenditures for which they are requesting reimbursement. Receipts should be attached to and submitted with the form. Expense Reports at Evidence Action are submitted electronically via Intacct or ProcessMaker.

Travel Advance – A sum of money advanced to Staff prior to business-related travel. A Travel Advance covers allowable expenses such as meals, transportation, and incidental items. A Travel Advance must be reconciled after a trip concludes.

The diagram below illustrates the types of costs defined above that are allowable under Evidence Action travel policy.



SUPPLEMENTAL PROCEDURES FOR U.S. STAFF TRAVEL (FIN.US.EXT.01)

Policy Reference: FIN.US.EXT.01

Effective Date: 1 November 2018 v.2

Origin: 15 November 2015

PURPOSE

This document provides the procedures for staff based in the U.S. requesting approval and reimbursement for travel. These procedures should be applied along with the Global Travel Policy (FIN.G.EXT.01). This procedure document also applies to GRS staff located where Evidence Action does not have an existing policy framework.

PROCEDURES

Travel Arrangements

All travel exceeding two days out of the office must be requested via the Travel Authorization Form (TAF) available on the Intranet in advance of booking and approved by the Supervisor. All travel requiring traveler's insurance should also be requested via the TAF. The traveling Staff member should complete the Travel Authorization Form at least 5 days in advance of travel. The Supervisor may make exceptions to this timeframe to accommodate short-notice travel needs. The online version of the form is routed directly to the Supervisor for approval, then Operations, HR, and Admin teams for notification. The traveling Staff member should attach the approved TAF to the expense report related to the trip.

Air travel arrangements are encouraged to be booked through Corporate Traveler if available. Staff traveling under a USAID-funded budget are requested to notify Evidence Action's travel agent that Fly America regulations apply. Staff are responsible for making their own train or bus travel arrangements.

If any itinerary of a trip includes both a business and a personal leg, only the business portion will be reimbursed. If the itinerary is arranged through Evidence Action travel agents, the cost of the personal portion of the itinerary will be booked as an advance. The Staff will then retire the advance amount by repaying it accordingly.

Staff are responsible for making their own hotel reservations and to cancel hotel reservations within the hotel cancellation policy time frame. Staff must obtain a cancellation number when canceling a hotel reservation. Evidence Action will not reimburse hotel "no-show" fees unless exceptional circumstances apply. Where refundable rates are higher than non-refundable rates, staff are requested use their best judgment when making the booking as to which rate to use, considering likelihood of cancellation and rate differential.

Car rentals may be booked using the Corporate Credit Card. Insurance coverage is available at no additional charge when booking with the Corporate Credit Card. Staff should decline the optional collision/damage waiver offered by the rental company when booking car rentals with the Corporate Credit Card.

Staff are responsible for making their own additional logistical arrangements, including, but not limited to: confirming passport validity, applying for required visas or entry permits, obtaining vaccines or travel immunizations.

Travel Advance

Travel advances are permitted and are to be requested through Intacct. Travel advances are to be reconciled within 30 days of the trip return.

Trip Report

A Trip Report may be required by the Staff's supervisor at the supervisor's discretion. A Trip Report could include, but not limited to, the following details: Travel Authorization Form, if applicable; brief summary of meetings/activities/discussions; issues for follow-up and recommendations.

Expense Reports

The following conditions apply when submitting an expense report:

1. Expense reports and advance reconciliations must be submitted in Intacct within 30 days of the trip return, unless a Corporate Credit Card is used for trip expenses, in which case Corporate Credit Card reconciliation procedure takes precedence.
2. Receipts are required for all allowable business expenses above \$25. All receipts attached to the expense report must be legible showing date and amount. Receipts should be from the supplier showing the items paid for and the cost.
3. All fields in the expense report module must be completed appropriately.
4. Receipts for meals and incidentals and for lodging and accommodations cannot exceed the maximum rates provided unless approved. Where a receipt is above the maximum rate Staff will only be reimbursed up to the maximum rate unless otherwise approved.
5. A Missing Receipt Form must be completed for any missing receipts for expenses above \$25.
6. All expenses in foreign currency charged to a credit card (either personal or Corporate Credit Card) must be converted to USD using the USD amount shown on the credit card statement. All cash transactions paid in foreign currency should be claimed using the currency drop-down menu in Intacct.
7. Documentation for airfare must include a receipt showing payment. Donor agreements may also require original boarding passes. A reservation confirmation is insufficient.

Any expense submitted after 60 days of the trip return will not be reimbursed. Any expense submitted which does not comply with the guidelines of this policy or the conditions above will not be reimbursed unless accompanied by a valid written exception by the appropriate manager submitted with the expense report.

Travel Procedures for US Staff



SUPPLEMENTAL POLICIES AND PROCEDURES FOR AFRICA REGION STAFF TRAVEL (FIN.AR.EXT.01)

Policy Reference: FIN.AR.EXT.01

Effective Date: 1 November 2018 v.2

Origin: 4 September 2017

Updated: 30 April 2023

PURPOSE

This document provides supplemental policies and procedures for staff based in the Africa Region for travel. These procedures should be applied along with the Global Travel Policy (FIN.G.EXT.01).

POLICY

M&IE

Evidence Action Africa Region will provide M&IE to staff according to the following conditions. The M&IE is a fixed amount paid in lieu of actual meals and incidental expenses and is also based on the location of staff members at the time expenses are incurred. Actual receipts are not required to claim M&IE. M&IE is intended to substantially cover the cost of meals and incidental travel expenses, but eligibility restrictions do apply.

The M&IE rate is made up of Lunch 40%, Dinner 40%, and Incidental Expenses 20%. An exception applies in Kenya, where staff are eligible to claim the M&IE rate plus one receipted meal. Transport and Lodging & Accommodations are separate from M&IE.

If breakfast is not included in lodging, breakfast can be claimed at 30% of the M&IE rate, by providing a receipt.

On both the first and last day of the business trip, the rate will be based on 100% of the daily M&IE rate.

For early morning or late evening travel, staff will be entitled to breakfast at a maximum rate of 30% or dinner at a maximum rate of 45% of the applicable daily M&IE rate. Receipts are required to claim this.

For residential full board trainings and conferences, M&IE will be paid at 20% of M&IE rate, which is the incidental expenses portion only.

If meals are provided to you during your trip, you *may not claim* the M&IE rate for the meal provided for that day. This is important in reconciling your travel advance.

Travel to the field location outside the assigned district of the Duty Station for one day's work will have the Staff paid a lunch allowance that will be based on the M&IE rate at 40%.

M&IE for casual employees who are engaged for short term periods and are not standard employees will have accommodation and M&IE fixed rates as listed on the Casual staff accommodation and M&IE memo found on the Intranet.

For all travel outside the country of residence, Evidence Action will have a maximum daily allowance of USD \$50. Receipts are required.

M&IE is NOT payable in the following circumstances:

1. Staff travel within the Duty Station district e.g., Field offices, Nairobi and Kisumu administrative offices for staff based in those locations.
2. If travel is part of the daily work as written in the Job Description, no per-diem will be paid out (e.g. CSAs)

Full board accommodation and taxi costs will be reimbursed based on actual costs incurred and supported by original receipts where possible. Any additional rates will require prior approval by the Director, Finance and Administration, Africa Region (DFA-AR) in consultation with the Africa Regional Director.

The authorized rates must not be exceeded without prior approval by DFA-AR in consultation with the Africa Regional Director.

Please see the authorized daily travel M&IE according to locality found on the Intranet.

Air Travel

Air travel should be arranged and paid directly by Evidence Action's Administration department where possible. Use of Corporate Traveler or personal or Corporate Credit Cards is also permitted.

Costs for visa applications are eligible for reimbursement.

Ground Transportation

For business-related ground travel, staff may book car hire through the Administration department. If this option is not available, staff may use the preferred vendor or cost-effective app-based rideshare options. All requests for car hire services should be documented by following Evidence Action procurement policies and procedures (through the use of purchase requisitions and purchase orders, competitive bidding, etc.).

Use of personal vehicles is not encouraged and will be evaluated and approved on a case-by-case basis and reimbursed per the predetermined rate. The national automobile association reimbursement rates will be applicable together with the predetermined rates. Staff may be reimbursed for use of personal vehicles on Evidence Action business only with written prior approval from the DFA-AR in consultation with the Africa Regional Director. The cost reimbursement must never exceed the cost of taxi/car hire to the same destination. Allowable costs may include parking fees and actual mileage at the current AA rates but will not exceed the cost of airfare to the same destination.

Minivans should be used only if transporting large or bulky material or if four (4) or more individuals are traveling together.

To the extent possible, Evidence Action's drivers should not be on the road before 6:00am and after 7:00 pm. Supervisors are expected to plan sufficiently in order to minimize mid-journey sleep-overs and late-night or early morning travel. In the event that late night travel cannot be avoided, the driver must notify the Administration Lead of the situation and obtain prior approval. For field based vehicles, the Area coordinator will be the point of reference. Please see the Vehicle Use and Fleet Management Policy (FIN.AR.EXT.07) for guidance.

Lodging & Accommodation

Lodging and accommodation arrangements should be arranged and paid directly by Evidence Action's Administration department where possible and particularly where pre-qualified vendors have been selected. Use of personal or Corporate Credit Cards is also permitted. If out-of-pocket payments are made for lodging, Staff will be reimbursed for the actual cost of lodging up to the established ceiling amounts based on the location of accommodations. Original lodging receipts are required to claim reimbursement. Maximum lodging rates include bed and breakfast.

The following guidelines apply when booking lodging & accommodation:

1. Hotel accommodations must be appropriate for the purpose of the business trip and consistent with reasonable competitive rates. The Maximum accommodation rates by location cannot be exceeded without Prior Approval by the Budget Holder in consultation with the DFA-AR.
2. Staff should stay in standard rooms at non-luxury hotels whenever possible taking safety/security considerations and USG regulations (where applicable) into account.
3. To the extent possible, Staff should stay within a reasonable radius of the work site. Long distance travel (more than 30 km from the work site) should be pre-approved by the Program/Department Manager and/or Budget Holder.
4. In instances where Staff opt to seek accommodation at friends' or family premises, Staff should not claim reimbursement for accommodation costs. Staff may instead claim up to 50% of the prevailing local cost of accommodation as a maximum allowance.

Travel Arrangements

The following conditions apply when arranging travel:

1. The point of departure/destination for official travel should be the office unless a staff member lives en-route where he/she could be picked up and dropped off. For early morning and late evening travel, Evidence Action will provide staff with the means of transport through authorized taxi service from his/her home to the office/airport and from the airport/office to his/her home.
2. Where air travel and ground transportation are both appropriate, the following factors will be considered before arrangements are made: road safety risk, cost effectiveness, availability of options.
3. If any itinerary of a trip includes both a business and a personal leg, only the business portion will be reimbursed. If the itinerary is arranged through Evidence Action travel agents, the cost of the personal portion of the itinerary will be booked as an advance. The Staff will then retire the advance amount by repaying it accordingly.

Communications

The cost of purchasing or leasing any type of cell phone for use during domestic and/or international travel is not reimbursable by Evidence Action under any circumstances. For domestic travel, Evidence Action Africa Region standard policies for cell phone use will remain in effect.

Travel Advances

Travel advances will be based on M&IE rates included and maximum reimbursable rates found in the Global Travel Policy (FIN.G.EXT.01).

Consultants, contractors, and other non-Evidence Action Staff are not eligible to receive program travel advances unless explicitly authorized by the Africa Regional Director.

Under no circumstances will Evidence Action reimburse anyone for advancing funds to another Staff member.

PROCEDURES

Travel Advances

1. Travel Approval / Trip Authorization

Before making travel arrangements or requesting travel advances, all requests for travel exceeding two working days out of the office must be documented with an approved Travel Authorization Form (TAF).

2. Travel Arrangements

Travel Arrangements shall be requested with the Admin team after completion of the Travel Authorization Form. A signed/approved TAF must accompany the request for travel arrangements, if applicable. Use of personal or Corporate Credit Cards is also permitted, in which case ProcessMaker does not apply.

3. Travel Advances

All requests for travel advances must be submitted **no less than 1 week before travel**.

Staff shall request their travel advance by submitting an “Imprest Request” via ProcessMaker to the Program/Department Leads and/or Budget Holders for approval. The approved M&IE rates should be followed. The TAF should be included with the request, if applicable.

4. Travel Expense Reconciliation

Accounting for travel advances and claims for reimbursement should be submitted within **ten (10) working days after completion of travel**. If a Corporate Credit Card is used for trip expenses, Corporate Credit Card reconciliation procedure takes precedence.

Trip Report

A written Trip Report is required for all trips exceeding two working days out of the office. A Trip Report could include, but not limited to, the following details: brief summary of meetings, activities, discussions; issues for follow-up and recommendations.

Travel Advance Reconciliation

To reconcile the travel advance, staff should submit the “Imprest Return” via ProcessMaker. The claim should include, but is not limited to: signed M&IE Form; TAF; approved trip report if applicable; original boarding passes (if travel is by air) or bus tickets (if travel is by road/rail).

Travel Claims Reimbursement

To submit claims for reimbursement for travel expenses that were not included in the travel advance, staff should submit the “Expense Claim” via ProcessMaker. The claim should include but is not limited to: Trip Approval; approved trip report if applicable; original receipts for official expenses incurred; missing receipt declaration for any missing receipts.

All submissions for travel expenses must be organized. Receipts should be attached to A4-sized paper in the order that the expenses are listed on the claim. Any reports submitted that cannot be easily reviewed will be returned to the traveler.

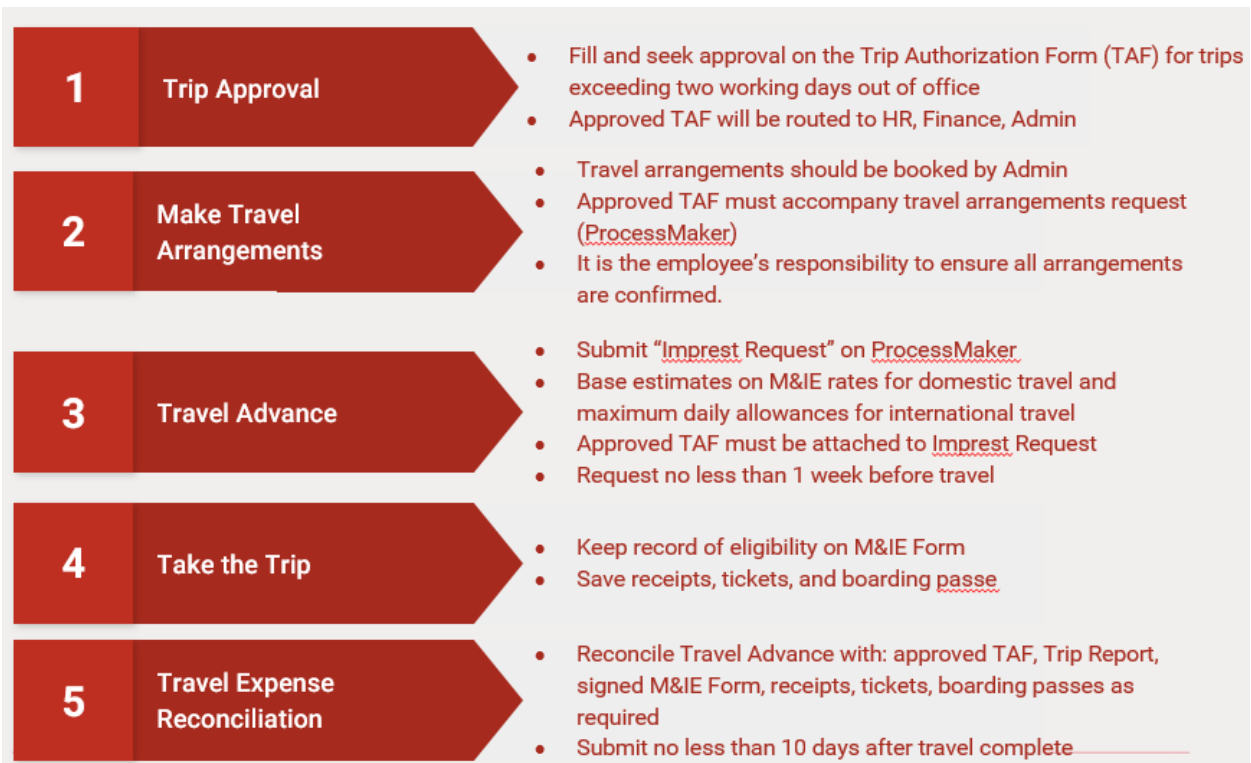
Travel expenses must be approved by the Program/Department Leads and/or Budget holder or supervisor and conform to the Evidence Action travel policies and procedures. No Staff member is allowed to approve his or her own travel costs.

Where original receipts cannot be obtained, staff shall fill out the Non-receipted expenditure for amounts not exceeding USD \$25.

For all air travel booked through the Africa Region Administration department, the original boarding pass must be attached to the Travel return. A travel itinerary, email from a travel agent or any type of billing IS NOT sufficient as air travel receipts. The original boarding pass is not needed for air travel booked through Corporate Traveler or directly using a personal or Corporate Credit Card unless required by the donor.

Travel expenses for non-Evidence Action Staff on Evidence Action business (such as partners, consultants, and independent contractors) should be submitted as part of their normal billing procedures.

Travel Procedures for Africa Region Staff



BUSINESS ENTERTAINMENT IN AFRICA REGION (FIN.AR.EXT.02)

Policy Reference: FIN.AR.EXT.02

Effective Date: 5 September 2017

Origin: 5 September 2017

PURPOSE

The purpose of this policy is to ensure that all Evidence Action Staff based in the Africa region conduct business entertainment in accordance with the mission and objectives of Evidence Action. This policy provides guidelines for business entertainment. This policy applies to all Evidence Action Staff in the Africa region.

POLICY

Evidence Action expects necessary and appropriate business entertainment expenses to be consistent with circumstances and governed by good judgment and reasonable restraint.

All bills should be itemized and limited to USD \$30 per person and supported by original receipts inclusive of any business tips.

Evidence Action will not reimburse for any alcoholic beverages taken during such meetings.

DEFINITIONS

Business Entertainment – Meal expenses incurred when Evidence Action Staff entertains business associates, professional colleagues, and others over a meal during which a business discussion takes place.

PROCEDURES

1. Expense reports must be submitted within 10 days of the business entertainment event.
2. Receipts are required for all allowable business expenses above \$25. All receipts attached to the expense report must be legible showing date and amount.
3. All fields in the expense report module must be completed appropriately.

CELL PHONE (FIN.G.EXT.03)

Policy Reference: FIN.G.EXT.03

Effective Date: 1 November 2018 v.2

Origin: 1 November 2018

PURPOSE

This policy sets forth Evidence Action's guidelines, terms of use and reimbursement, and best practices for Cell Phone usage. This policy applies to all Evidence Action employees who use Cell Phones for business purposes.

POLICY

The following guidelines identify a need for a Cell Phone and access to the Cell Phone Reimbursement, Cell Phone Airtime Allocation, or Company-Owned Cell Phone:

- more than 50% of work in a given period/month is conducted in the field;
- required to be contacted on a regular basis;
- required to be on-call (24/7); or
- critical decision maker.

Eligibility for the Cell Phone Reimbursement, Cell Phone Airtime Allocation, or Company-Owned Cell Phone is determined by Supervisors.

Employee-Owned Cell Phones

Employees whose job duties include the frequent need for a Cell Phone as described above may receive a Cell Phone Reimbursement or Cell Phone Airtime Allocation to cover business-related costs on their personal Cell Phones.

Evidence Action does not accept any liability for claims, charges or disputes between the service provider and the employee. The employee may, at his or her own expense, add extra services or equipment features, as desired. If there are problems with service, the employee will need to work directly with the carrier for resolution.

Company-Owned Cell Phones

Evidence Action owns Cell Phones in the Africa Region for limited situations that require specific equipment or similar technology to perform business functions. SIM cards contained in company-owned Cell Phones belong to Evidence Action and are registered under Evidence Action's name. Company-owned Cell Phones are assigned to employees tasked with duties at the Front Office, Administration, HR, Procurement, IT and Programs. Employees whose job duties meet these requirements may receive a long-term loan of a company-owned Cell Phone from Evidence Action. The company-owned Cell Phones are to be used only for Evidence Action business. In the case of employee departure, the phone is to be returned to Evidence Action and re-issued to the new position holder.

Other circumstances may apply in which case Evidence Action may purchase a Cell Phone for employee use. These circumstances will be reviewed by Program/Department Heads.

Cell Phone Usage While On International Travel

Communications expenses while on business travel are in addition to standard monthly cell phone reimbursement. Please see FIN.G.EXT.01 for more detail.

DEFINITIONS

Cell Phone – Any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. This includes smartphones.

Cell Phone Reimbursement – This reimbursement does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary, etc.

Cell Phone Airtime Allocation – This allocation is provided as actual airtime to the employee on a weekly or monthly basis. The allocation does not constitute an increase to the employee base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary, etc. Airtime includes talk time and data.

Company-Owned Post-Paid Cell Phone Line – A cell phone line for which the entire bill is paid directly to the carrier by Evidence Action. Applies in the Africa region only subject to the criteria contained herein.

Pre-Paid Cell Phone Line – A cell phone line for which the bill is paid from the employee to the carrier directly. Additional airtime for business purposes is then allocated as needed subject to the criteria contained herein.

PROCEDURES

Employee-Owned Cell Phones

If an employee's job duties meet the criteria listed in the policy above, then the employee is eligible for a Cell Phone Reimbursement or Cell Phone Airtime Allocation. The Reimbursement rate or airtime allocation will be based on the Schedule of Cell Phone Reimbursement and Airtime Allocation available on the [Intranet](#). Some situations may warrant lesser or higher amounts than the indicated limits on the Schedule. Such cases must be requested by the Supervisor and approved by the Controller (for non-Africa Region Staff) or the DFA-AR (for Africa Region Staff).

For employees based in the US, Department/Program Leads must approve Cell Phone Reimbursements. Cell Phone Reimbursements can be claimed monthly on the employee's expense report, following standard expense reimbursement procedures. The bill attached should clearly show the name of the Staff member, phone number, and dates of billing cycle.

For employees based in the Africa region, including GRS, whose Cell Phones are pre-paid, Department/Program Leads may submit their Airtime Allocation request for the year using the Airtime Allocation Request Form. The Airtime Allocation Request Form should be submitted to Procurement Office and approved by DFA-AR by December 15 each year. Any adjustments to the schedule should be completed and submitted to Admin by the 20th of the month. This will be paid monthly from the Department/Program budget.

The Procurement office procures airtime cards in bulk monthly. The Administration department distributes airtime cards monthly. In field offices, the Administration department sends airtime cards to coordinators, who then distribute based on the approved schedules and timelines.

For employees based in the Africa region, including GRS, whose Cell Phones are post-paid, Department/Program Leads must approve Cell Phone Reimbursements. Cell Phone Reimbursements can be claimed up to the maximum provided in the Schedule of Cell Phone Reimbursement and Airtime Allocation available on the [Intranet](#).

Department/Program Leads are responsible for an annual review of Cell Phone Reimbursements and Cell Phone Airtime Allocations, to determine if existing Cell Phone Reimbursement and Cell Phone Airtime Allocations should be continued as-is, changed, or discontinued.

For GRS employees located where Evidence Action does not have an existing policy framework, the US procedures apply.

Company-Owned Cell Phones

For employees based in the Africa region with Company-Owned Cell Phones, At times a supervisor may determine that an employee's job duties requires for that employee to have a company-owned Cell Phone on a temporary or permanent basis. The Department/Program Lead may request the issuance of a company-owned Cell Phone at any time. The request must be made in writing to the DFA-AR and must be received 10 working days before the employee requires the Company-Owned Cell Phone in hand. The request must state if it is a temporary or permanent loan. The DFA-AR must approve the loan of the Company-Owned Cell Phone. The Company-Owned Cell Phone will be issued by the Admin Office.

For permanent loans, once approved, the employee keeps custody of the company-owned Cell Phone for as long as he/she is in employment. On leaving employment with Evidence Action, the employee returns the company-owned Cell Phone to the Administration Lead.

For temporary loans, once approved, the employee keeps custody of the company-owned Cell Phone for the duration stated in the request. Once the duration ends, the employee returns the phone to the custody of the Administration Lead.

In case the company-owned Cell Phone is lost, the employee submits an incident report to Procurement and must include a police abstract. These documents are used to claim compensation from the insurance company. If the loss is due to negligence, the employee may be held responsible.

CORPORATE CREDIT CARD (FIN.G.EXT.04)

Policy Reference: FIN.G.EXT.04

Effective Date: 1 December 2017 v.2

Origin: 1 December 2017

Updated: 2 February 2023

PURPOSE

This document provides the policy and procedures regarding the use of Corporate Credit Cards. The purpose of this policy is to ensure the appropriate use of Corporate Credit Cards. This policy applies to all Evidence Action Corporate Credit Card Holders ("Cardholders").

POLICY

Corporate Credit Cards will be issued to staff who regularly travel and need a credit card for this purpose or to those staff that regularly have to pay expenses where a credit card is the preferred means of payment. The issue of a Corporate Credit Card to staff will be approved by the CFO.

The Corporate Credit Card is intended to for normal and reasonable expenses incurred for Evidence Action's business purpose. The Corporate Credit Card may only be used to pay for expenses that are incurred in compliance with Evidence Action's policies, including the procurement policy and travel policy.

Authorized uses of the Corporate Credit Card include: travel expenses as outlined in FIN.G.EXT.01; properly authorized expenditures for which a credit card is the only allowed or preferred method of payment including, for example, recurring monthly costs for approved subscriptions or software licenses; properly authorized entertainment at a rate which is consistent with the Cardholder's level of responsibility within, or on behalf of, Evidence Action, and within the limits of the approved budget.

The Corporate Credit Card cannot be used for personal purposes. The Corporate Credit Card cannot be used for standard monthly cell phone reimbursement or other reimbursable benefits; these must be paid out-of-pocket and submitted for reimbursement. Cash withdrawals are not permitted from the credit card and employees who need cash will need to obtain a staff advance.

Any benefits (e.g. mileage rewards, discounts) accrued through use of the Corporate Credit Card will be retained by Evidence Action.

Cardholders may not share the Corporate Credit Card details with any other member of staff or any third party. If they do so, the card will immediately be cancelled. Such Cardholders can reapply for a Corporate Credit Card after six months.

There are occasions when staff who do not have a Corporate Credit Card incur expenses where a credit card is the preferred means of payment, for example, staff who do not regularly travel who undertake a once-off trip. In these circumstances, staff can request a temporary credit card. Issuance of this card will be approved by the Director, Global Finance & Accounting, who will approve the limit, the duration and the expenses to be charged to the card. The Corporate Credit Card Policy applies in all respects to any temporary credit card.

DEFINITIONS

Corporate Credit Card – A credit card issued by Evidence Action to an Evidence Action employee for business purposes.

Corporate Credit Card Holders (“Cardholders”) – Any Evidence Action employee who has a Corporate Credit Card issued in his/her name.

Corporate Credit Card Agreement - An agreement that must be signed by the Cardholder acknowledging that he/she has read and understand the Corporate Credit Card Policy and has received the Corporate Credit Card issued in his/her name.

PROCEDURES

Corporate Credit Cards can be requested by the Program/Department Lead of the requested Cardholder in writing via email to the CFO. The Cardholder will sign the [Corporate Credit Card Agreement](#) upon receipt of the Corporate Credit Card issued in his/her name. The US Finance Department is responsible for maintaining signed Corporate Credit Card Agreements.

It is the Cardholder's responsibility to maintain control over expenditures. Further, the Cardholder will provide adequate security over the Corporate Credit Card and the PIN code to minimize the risk of losing the Corporate Credit Card or unauthorized or fraudulent use.

The Cardholder will obtain and retain receipts for all expenses in accordance with the policy and limits contained in the Travel Policy for expense reimbursements. Receipts should be from the supplier showing the items paid for and the cost. The Cardholder will receive a monthly statement detailing purchases made in the previous month. These statements must be submitted to the Cardholder's supervisor for approval in Intacct with appropriate coding, receipts, and proper descriptions by the 6th day of the following month. Failure to submit completed credit card statements with all required coding and documentation by the deadline three times will cause a temporary suspension of that card until statements are submitted.

Credit card expense statements which are not received by the deadline may delay the issuance of monthly reports or result in incomplete or inaccurate monthly reports being shared with programs and donors. A Corporate Credit Card can be cancelled at any time at the discretion of the CFO in cases where a Cardholder regularly misuses the card (including using it for personal expenses or for expenses that are not within the policy or for approved purposes), or regularly submits reports beyond the deadline.

Any expense exceeding \$2,000 must be pre-approved by email by the Cardholder's supervisor, with the exception of flights approved separately under the Travel Policy (FIN.G.EXT.01). Documentation of these approvals must be submitted along with the receipts. Cards will have a \$7,500 limit unless otherwise agreed upon with and approved by the CFO. Cardholders are responsible for reimbursing any charges that are not pre- approved.

Under the circumstance that a receipt for purchases above \$25 cannot be obtained, Cardholders are responsible for completing a Missing Receipt Declaration.

In the event that the Cardholder inadvertently uses the corporate card for a personal expense, the Cardholder must promptly notify his/her supervisor and the CFO and immediately reimburse Evidence Action. Reimbursement to Evidence Action should be made no later than the 15th of the following month

or within 30 days (whichever is sooner) or can be deducted directly through payroll from the Cardholder's next paycheck if preferred.

For temporary cards, the intended use and duration of the card will be outlined and approved by the Director, Global Finance and Accounting in advance of the card's issuance. As temporary cards need to be attached to an existing corporate card, all temporary card users must send a full detail of charges with supporting documentation and coding instructions to the main cardholder upon completion of the purchases for which the card was intended. The user should copy Accounts Payable and the Director, Global Finance & Accounting on this communication and request that the temporary card be deactivated. The temporary cardholder will be responsible for reimbursing any charges for which they are unable to provide appropriate supporting documentation.

The credit card will be surrendered prior to the Cardholder leaving Evidence Action. Prior to the Cardholder's last day, a final expense report will be submitted with appropriate supporting documentation for all transactions.

STAFF RELOCATION (FIN.G.EXT.05)

Policy Reference: FIN.G.EXT.05

Effective Date: 1 November 2018

Origin: 1 November 2018

PURPOSE

The purpose of this policy is to ensure that all Evidence Action employees receive standard, equitable treatment when relocating for business purposes from one Duty Station to another Duty Station. This policy outlines what costs are included and excluded when being relocated. This policy applies to all Evidence Action staff.

POLICY

Evidence Action may require the relocation of staff from one Duty Station to another. Staff approved for relocation may be eligible for reimbursements, allowances, and/or advances as determined by the relevant Human Resources team in consultation with the affected staff member's Program/Department Lead.

International relocations are at the discretion of Global HR in consultation with the Program/Department Lead.

Staff may request Voluntary Relocation for personal reasons. Staff who request Voluntary Relocation are **not eligible** for the allowances and advances noted below.

DEFINITIONS

Duty Station – The physical office location a staff is assigned on employment. This is clearly stated on the employment contract or offer letter.

PROCEDURES

The Program /Department Lead will propose any relocation requests in consultation with the relevant HR team using the Personnel Action Form (PAF) available from HR. HR, in consultation with Finance, will compute the actual cost of the proposed transfers and share with the Program/Department Lead for approval and Regional Director, if applicable for authorization. Staff to be relocated shall be informed in writing at least 30 days before relocation, and all official correspondence shall be stored in personnel files. Please see HR SOP for more detail.

SUPPLEMENTAL AFRICA REGION STAFF RELOCATION (FIN.AR.EXT.05)

Policy Reference: FIN.AR.EXT.05

Effective Date: 1 November 2018

Origin: 1 November 2018

PURPOSE

The purpose of this policy is to ensure that Evidence Action employees in the Africa Region have clear guidelines and receive standard, equitable treatment when relocating from one Duty Station to another Duty Station. This policy outlines what costs are included and excluded when being relocated. This policy applies to all Evidence Action Staff across all levels who are transferred within the Africa region.

POLICY

Evidence Action may require the relocation of staff from one Duty Station to another within the same country. The relocation may be Temporary or Permanent. The Africa Regional Director will authorize the transfer of staff from one Duty Station to another. For international relocations, please refer to the Global Staff Relocation Policy.

All permanent staff approved for Permanent Relocation are eligible for the allowances and advances noted below. All permanent staff approved for Temporary Relocation are only eligible to claim allowances and advances for either the relocation to the new Duty Station or the relocation to the original Duty Station, not both.

Relocation Allowance

- For transfers between sub-county offices: USD \$100 or the equivalent
- For transfers between a sub-county office and a county office: USD \$150 or the equivalent
- For transfers between county offices: USD \$150 or the equivalent
- For transfers between a sub-county office or a county office and the national office: USD \$200 or the equivalent
- For transfers between country offices: USD \$1,000 or the equivalent

These rates originate from field testing and prior move experience at Evidence Action.

Standard terms in Kenya are in use.

For Malawi, replace “sub-county” with “district” and “county” with “region”.

For Nigeria, replace “sub-county” with “local government” and “county” with “state”.

Transport Advance

- Between 1-50 kms from the current Duty Station to the new Duty Station: USD \$100
- Between 51-100 kms from the current Duty Station to the new Duty Station: USD \$150
- Between 101-250 kms from the current Duty Station to the new Duty Station: USD \$300
- Above 250 kms from the current Duty Station to the new Duty Station: USD \$400

Evidence Action may opt to provide transport directly to the staff relocating. In this case, staff will forfeit the transport advance.

7 Days Accommodation and M&IE Advance

- All staff transferred will be eligible for a 7 days accommodation advance. The rate for the accommodation advance will be equivalent to the rate provided for each locality in the Travel Policy for the new locality.

- All staff transferred will be entitled to a 7 days M&IE allowance. The rate for the M&IE allowance will be equivalent to the rate provided for each locality in the Travel Policy for the new locality.

Relocation Salary Implications

A relocation will not automatically result in a salary adjustment. HR will review the salary in relation to the job description and salary bands for the new duty station, and if justified, will propose an adjustment for approval by the Africa Regional Director.

DEFINITIONS

Staff – Staff are considered to be permanent employees of Evidence Action. Consultants, Contractors, Casual Labor are not included.

Temporary Relocation – Staff are requested to relocate from one Duty Station to another Duty Station for a period of three months or less.

Permanent Relocation – Staff are requested to relocate from One Duty Station to another Duty Station for the foreseeable future, with no planned return date. Relocations longer than three months will be treated as permanent relocation with regard to allowances and advances extended to staff.

Voluntary Relocation – A relocation requested by Staff for personal reasons.

Relocation Allowance – A one time payment made to a regular staff whose Duty Station has been officially changed by the employer. The allowance covers for the disturbance costs associated with relocation. Some allowances may be subject to taxation.

Transport Advance – A one time advance made to a staff whose Duty Station has been officially changed by the employer. This advance is to cover the costs of transportation of households items. This is a receipted expense.

7 Days Accommodation Advance – The provision of accommodation to the transferring staff for 7 calendar days after reporting to his/her new work station. This is a receipted expense.

7 Days M&IE Allowance – The provision of M&IE costs to the transferring staff for 7 calendar days after reporting to his/her new work station. This is not a receipted expense.

PROCEDURES

The Program/Department Lead will propose any relocation requests in consultation with the Africa Regional Director and HR using the Personnel Action Form (PAF) available from HR. HR, in consultation with Finance, will compute the actual cost of the proposed transfers and share with the Program/Department Lead and the Africa Regional Director for approval and authorization respectively. Staff to be relocated shall be informed in writing at least 30 days before relocation, and all official correspondence shall be stored in personnel files. Please see HR SOP for more detail.

In the case of Voluntary Relocation, the Program/Department Lead will propose any relocation requests in consultation with the Africa Regional Director and HR using the Personnel Action form available from HR. For staff in Levels 1-4, the Regional HR Lead has approval authority for Voluntary Relocation. For staff in Level 5 and above, the Africa Regional Director has approval authority for Voluntary Relocation.

Advances can be requested through ProcessMaker through the standard advance request procedures. Staff are permitted to request the maximum Transport Advance. Upon incurring costs, staff must provide an official receipt upon reporting to the new Duty Station and be prepared to return the difference between the Advance and the actual costs.

Staff are permitted to request the full 7 Days Accommodation Advance. Staff must provide official receipts to the accounting office. To the extent possible, Evidence Action will book the staff directly to the preferred hotels or use the staff guest house if available. If Evidence Action books the accommodation directly, and there is no out-of-pocket cost to the staff, the staff will not be eligible for this advance.

GRANTS MANAGEMENT (FIN.G.EXT.06)

Policy Reference: FIN.G.EXT.06

Effective Date: 1 November 2018

Origin: 1 November 2018

PURPOSE

The purpose of this policy is to document how Evidence Action manages restricted grants. This policy applies to all Evidence Action staff across all levels who apply for, implement, manage, or close-out grants.

POLICY

Evidence Action accepts grants that align with its mission and values, as determined by the Global Leadership Team. Evidence Action does not enter into grant agreements that contain clauses that conflict directly with an internal policy or applicable law.

Grants are managed according to Evidence Action's internal policies and procedures, donor requirements, applicable laws, and generally accepted accounting principles, as outlined in the Grants Procedures. It is Evidence Action's policy to be transparent with donors as it relates to the management of grants, grant funds, and program performance.

Evidence Action may enter into an agreement with a sub-recipient to execute some or all of the deliverables of a grant, if the terms of the grant do not prohibit sub-agreements. It is Evidence Action's policy that all sub-recipients are screened through a due diligence process outlined in the Grant Procedures to ensure that a prospective sub-recipient is eligible to receive funds from a U.S. based non-profit, capable of meeting the deliverables, managing the financial requirements of the sub-agreement, and that they can meet the provisions being passed through to them from the grant.

The Grants Procedures are reviewed and updated by the Global Finance & Administration Department, as appropriate to reflect necessary changes as necessary to reflect emerging best practices, changes within Evidence Action, or as required by law.

DEFINITIONS

Grants Management – Grants Management is defined as the management of restricted funds throughout the life of a grant.

Sub-agreement – An agreement that Evidence Action enters into with an external entity to execute some or all of the deliverables of a Prime Award.

Sub-recipient – An entity that receives (or is the recipient of) a sub-agreement with Evidence Action.

PROCEDURES

The objective of the Grant Procedures is to outline each stage of the grants management process, define roles and responsibilities for all staff members who manage grants, and to define the process for ensuring that grants are managed compliantly. The Grant Procedures can be found [here](#).

VEHICLE USE AND FLEET MANAGEMENT (FIN.AR.EXT.07)

Policy Reference: FIN.AR.EXT.07

Effective Date: 1 November 2018

Origin: 1 November 2018

PURPOSE

These Vehicle Use and Fleet Management Policy and Procedures aim to ensure the safety of staff, prevent at-fault accidents and injuries and reduce costs by promoting a safe driving culture within the organization. Our goal is to:

- To ensure that staff who drive or use company-owned or rented/leased vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

This policy applies to all Evidence Action employees in the Africa Region.

POLICY

While operating company or personal vehicles for work purposes, Company Drivers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. Drivers are required to comply with the stated policy and procedures below.

The following actions in Company Vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- any actions that warrant the suspension of a license.

Restrictions on Use of Company Vehicles

Vehicles owned by Evidence Action are for the express use of enabling staff to implement program activities. They must only be used for transporting Evidence Action materials/property (approved by manager) or transporting staff, persons on official business, and official visitors and partners.

- The vehicles must not be used to provide rides for anyone not affiliated with Evidence Action.
- No weapons or arms are allowed in/on vehicles.
- Alcoholic containers are forbidden in/on vehicles.
- Driving an Evidence Action vehicle under the influence of drugs or alcohol is prohibited and may lead to termination.
- Using the vehicles to conduct illegal businesses is strictly prohibited.
- Using the vehicles for personal use is strictly prohibited.

Use of Evidence Action Motor Vehicles during Emergencies

Personal use of company vehicles by employees is strictly prohibited, except in emergency circumstances, for example: transporting any employee to the hospital for emergency treatment. Even in emergency circumstances, approval is required from the Program Lead or Director of Finance, Africa Region (DFA-AR). If approval is verbal, follow up should be done to document the approval.

Responsibilities of Company Drivers

Company drivers are responsible for the security and safety of the vehicle which they are operating though ownership still remains with Evidence Action. In being given authority to operate a company vehicle, the company driver has a mandate to exercise caution and take measures to ensure the security and safety of the vehicle, its passengers or cargo, and other road users.

Every company driver of a company vehicle will:

- Ensure the vehicle is securely parked/kept at all times and use necessary security measures such as chains and locks. To the extent possible, company vehicles should be parked at offices and not be driven to employee homes.
 - Company cars and trucks should never be parked overnight at an employee's home. To the extent possible, they should be parked at an office location with adequate security. If parked at a public location, like a hotel, security should be prioritized.
 - When possible, company motorbikes should be parked at office locations with adequate security. In some cases, authorized and designated drivers are given permission to park motorbikes overnight at their home. In these cases, employees must ensure that measures are taken to secure the vehicle.
- Ensure the vehicle is kept in a safe location, away from hazards such as flood rains, fire, thieves, etc.
- Ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle.
- Immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it. It is the driver's responsibility to ensure active, legal license.
- Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work.
- Demonstrate the highest level of professional conduct when driving a company vehicle.
- Know and comply with all local traffic regulations when driving.
 - In the event that a driver is fined or arrested for violation of traffic rules, he/she will be responsible for meeting all court or police fines and charges.
- Never operate a vehicle that they believe to be unsafe or functioning improperly.
- Not operate the vehicle before 6am or after 8pm. If early morning or late night operating of a vehicle is needed (outside of these stated hours), the driver must first get supervisor approval in writing.
- Refrain from using a hand-held cell phone while operating a company vehicle.
- Refrain from smoking inside of a company vehicle.
- Assess hazards while driving and anticipate 'what if' scenarios.
- Drive within the legal speed limits, including driving to the conditions.
- Perform regular checks the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use (either daily or weekly as instructed by supervisor).
- Ensure the vehicle is clean.
- Wear a safety belt at all times when in a car or truck and ensure all occupants of the vehicle wear safety belts.
- Wear a helmet, reflective vest, gloves, boots, jacket, and trousers when operating or riding on a company motorcycle.
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures.

- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so.
- Not carry loads for which the vehicle is unsuited or which protrude from the vehicle.
- Not carry more passengers than for whom there are seat belts.
- Not carry more than one passenger on a company motorcycle. The rider and passenger must each wear a helmet.
- Not use the vehicle in conditions or for purposes for which it was not designed.
- Report any near-hits, crashes and scrapes, including those that do not result in injury, and follow the accident and incident reporting procedures outlined in this policy
- Report infringements to a manager at the earliest opportunity.
- Maintain the daily logbook of vehicle use.
- Report vehicle defects and maintenance requests before the next vehicle use.

In addition, it is required that all drivers:

- Take regular and adequate rest breaks, especially during highway travel, (for example, every two hours);
- Stop when tired;
- Plan journeys carefully, taking into account pre-journey work duties, the length of the trip and post-journey commitments so as to not exceed the number of maximum working hours in a day.

If an employee is driving their own vehicle for the purposes of work, this policy applies. In addition:

- The employee must seek the employer's agreement before using their vehicle for work. Please refer to section on Driver Authorization for further detail.
- The car must be legally registered and insured for the purposes of work – the employee must show evidence of this on request.
- The organization may (occasional or periodically) request for a mechanical test or fit for road test.
- Note that if a company car is available and not used, travel reimbursement will not be paid for using a personal car unless prior approval is documented.

Responsibilities of the Company

Evidence Action will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The employer will do this by undertaking the following tasks:

Give priority to safety features when purchasing new vehicles, including:

- Only purchase vans or trucks that have ABS brakes, power steering, and airbags
- Only purchase motorcycles that have: ABS brakes, wide and comfortable footstep, long and wide seat, reflector jacket and helmet, correct tyre size
- Only leasing or renting vehicles with ABS brakes, power steering, and airbags

The department responsible for ensuring this is followed is Procurement.

Ensure all vehicles are registered, insured, equipped, and well-maintained by:

- Maintaining current and appropriate registration for the vehicle
- Providing comprehensive insurance for the vehicle
- Servicing the vehicles according to manufacturer's recommendations
- Perform regular maintenance checks on the vehicle - including oil, water, coolant, tyre pressures and general cleanliness

- Keeping maintenance schedules with the vehicles and recording each time the vehicles are serviced in any way
- following the maintenance schedules in the vehicles' manuals
- Identify and rectify faults as soon as practicable
- Service the vehicle from establishments vetted and approved by the procurement department
- Fitting all company vehicles (cars/trucks) with a first aid kit, fire extinguisher, reflective vest, torch, emergency triangle, jump starter cables, tow rope, spare wheel, and any other safety equipment required by local law.
- Fit all vehicles with security alarms, tracking systems any other appropriate system.

The department responsible for ensuring this is followed is Finance & Admin. All maintenance and operational costs for motor vehicles are managed by Finance & Admin irrespective of the daily users. All maintenance and operational costs for motorbikes are managed by the relevant program. Budgeting for new program vehicles is the responsibility of the program on the program budget.

Collect and collate statistics on incidents, crashes and their causes, including:

- the number of crashes
- who was thought to be at fault
- the probable causes of the crashes and other contributors
- the financial cost of all crashes
- the number of injuries resulting from the crash
- the number of prosecutions
- other costs, such as downtime, temporary workers and lost productivity.

The person/position responsible for ensuring this is followed is the senior most administrative staff member for each administrative office. The reports will be shared quarterly by the DFA-AR to the country/regional leadership.

Monitor and manage work schedules to ensure they do not encourage unsafe driving practices by:

- Planning and managing work and travel schedules so that drivers have adequate breaks, rest periods, and minimize driving at night.

The person/position responsible for ensuring this is followed is the employee's supervisor.

Arrange appropriate training or retraining, including providing:

- driver assessment during the recruitment process for roles with driving as a primary responsibility
- a thorough induction to the company's road safety policies and procedures
- driver training as part of onboarding for company drivers
- driver training opportunities to designated company drivers/riders
- advanced driver training or specific practical training as required and identified
- driver training log updates on personnel files

The department responsible for ensuring this is followed is Human Resources.

Encourage safe driving behavior by:

- not paying staff speeding or other infringement fines
- forbidding the use of mobile phones in vehicles while driving
- encouraging regular breaks while driving
- providing taxis and designated drivers to and from work social events
- providing food and non-alcoholic drinks at work functions

Enforcement of the Vehicle Use Policy

It is the responsibility of supervisors of any company drivers to ensure adherence to the policy guidelines, rules and protocols and the overall management of the company vehicles in the following areas and not limited to:

- Managing the vehicle fleet in the most cost effective manner, ensuring security and insurance.
- Ensuring employee safety while using company vehicle by enforcing appropriate, careful & safe driving at all times, enforcing observance of all the traffic laws.
- Manage third party relationships with those providing services e.g. fueling and repair services.
- Ensuring drivers are well informed on the vehicle use policy and sign acknowledgement of the policy to ensure understanding and adherence. Signed copies should be filed in the employee file with HR office.
- Managing the fueling process and record keeping, including weekly review of the log book entries.
- Update the online motorcycle fleet records on weekly basis to enable analysis of the motorcycle performance from the records.
- Monitoring and managing work schedules to discourage unsafe driving practices by planning and managing work and travel schedules so that drivers have adequate breaks, rest periods, and minimize driving at night.

Rented or Leased Vehicles

For all official business, travel either through taxi service or Uber should be booked through the Administrative office.

Vehicles are leased when it is deemed more cost effective to do so or when the vehicle requirements exceed the capacity of the company-owned vehicles. Leased or hired vehicles operate under the same guidelines as above.

DEFINITIONS

Work-related purposes – operating a motor vehicle in the course of your work (excluding routine commuting), including driving or riding to and from work sites and offices, work locations. It may also include other driving or riding approved by a manager.

Company vehicle – a motor vehicle (car, truck, motorcycle) for which Evidence Action is the registered owner.

Company driver – any Evidence Action employee, irrespective of title, that has been authorized to operate a company vehicle.

PROCEDURES

Driver Authorization

Evidence Action has designated staff members who are authorized to operate company vehicles. The authorization procedure is as follows:

1. Program/Department Lead submits a request for driver authorization to the DFA-AR with a written need/justification
2. DFA-AR confirms and verifies that:
 - a. The driver has a valid driving license for the type of vehicle
 - b. For cars, vans, trucks, the driver has 5 years or more of practical driving experience after receiving driving license.
 - c. For motorcycles, the rider has 1.5 years or more of practical driving experience after receiving driving license.

- d. The driver has no previous driving violations.
3. A copy of the staff's driver's license is put in their personnel file by the Human Resource Department

With approval from the DFA-AR any other staff member who meets qualifications may drive Evidence Action vehicles under special circumstances.

Unauthorized persons are prohibited from driving Evidence Action vehicles.

Travel Authorization: Company Vehicles

The Administration department in each respective location will be responsible for scheduling use of Evidence Action company vehicle and car rental travel. This applies to use of company vans/trucks or booking of car/taxi rental only. Motorcycles used in the fulfillment of program operations do not need to book travel on the system but need to work closely with their supervisor to plan and monitor vehicle use. The following steps are required:

1. User fills Travel Request Form on ProcessMaker
2. Approver receives request and either Approves or Rejects the request
3. If approved, the Administrative Office assigns vehicle
4. Any travel issues are forwarded to the Administrative Office.

Those travelling the furthest or large groups will use the company vehicle, if available.

Travel Authorization: Personal Vehicle for Company Use

When using a personal vehicle for business use, follow these steps:

1. Get approved as a driver per the Driver Authorization Procedure.
2. Get written approval from DFA-AR and DAR to use personal vehicle for work purposes, then follow the procedure for Travel Authorization of Company Vehicles as above.

Daily Records in Vehicle Logbooks

A vehicle logbook must be maintained on a daily basis for each motor vehicle by the driver/rider and should always include the following:

1. Indicate the passenger's name, purpose of trip and destination
2. Indicate the expense codes for the trip
3. Allocate costs for each trip accordingly
4. Record any fuel refills, service or maintenance activity
5. In case of an accident, record all accident information according to Accident Procedure and Incident Reporting below.

Pre-Driving Check

Before operating the vehicle, the driver/rider shall check to ensure they have the following:

- A valid and visible insurance sticker
- A valid driving license
- Evidence Action Staff ID card
- Vehicle log book (for recording journeys/trips)
- Visible/valid registration number
- Statutory safety equipment, as outlined in this document or required by law.

Before operating the vehicle, the driver shall ensure that driver and passengers use the required safety equipment (seatbelts, helmets, reflectors, etc) before starting the journey, regardless of distance.

Procedures for Vehicle Fueling, Maintenance, and RepairsThe driver responsible for each vehicle has a fuel analysis and maintenance system in place which ensures the vehicle running costs are reasonable and there is proper care and servicing of the vehicle.

Fueling and Fuel Consumption: The driver responsible for each vehicle ensures that there is a maintained and up-to-date vehicle's monthly fuel consumption report that is approved by the DFA-AR. The supervisor responsible for each motorcycle ensures that there is a maintained and up-to-date vehicle's monthly fuel consumption report that is approved by the Program Lead. The responsible driver/supervisor is responsible to ensure fueling is done at an authorized fuel station, fuel to full tank and record details of fuel in the log book. Collaborating with pump attendants at fuel stations for self-benefit from organization fuel funds is totally prohibited and may lead to summary dismissal for violators.

Maintenance/Service Requests: Vehicle maintenance or service requests whether routine or not require an approval from the Budget Holder. For all major repairs, authorization by the Budget Holder will be required. Evidence Action vehicles must always be serviced and repaired by an approved vendor.

Emergency Repairs: Repairs that cannot be anticipated and require immediate attention during holidays, weekends, or after normal business hours should be notified to the Associate - Office Administration.

Accident Procedure and Incident Reporting

If you have a crash in a company vehicle, follow these steps:

1. Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.
2. Ensure your own safety first.
3. Help any injured people and call for emergency assistance if needed.
4. Try to get the following information:
 - a. details of the other vehicle(s) and registration number(s)
 - b. name(s), phone(s) and address(es) of the other vehicle owner(s) and driver(s)
 - c. name(s), phone(s) and address(es) of any witness(es)
 - d. name(s) of insurer(s).
 - e. Photos of the accident/scene or any possible evidence
5. Give the following information:
 - a. your name, phone, and address and company details.
6. Notify your supervisor as soon as possible.
7. Complete and submit an [incident report form](#) within 24 hours.

Do not move the vehicle unless authorized by the police.

Do not accept liability.

Do not leave the scene of an accident until authorized by the police, unless you are seriously injured or in imminent danger.

Contact the police:

- if there are injuries
- if there is a disagreement over the cause of the crash
- if you damage property other than your own

- if damage to the vehicle looks to be worth more than \$500
- Contact with the police should include a police report or abstract.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

If there is an injury or major damage, report the crash and follow the accident/incident reporting procedures immediately.

If the driver is guilty of a traffic offense, expenses are not eligible for reimbursement.

In instances of major repairs needed, DFA-AR is responsible for leading all negotiations with the insurance company.

Reporting Vehicle Theft or Vandalism

1. Report incident to the nearest police station.
2. Report the incident to your supervisor.
3. Fill and submit an incident reporting form; submitting to the appropriate person indicated on the form.
 - a. If a police report or other documentation is not immediately available, the form should include a note of explanation about the delayed submission of the police report
4. Procurement Office to report the matter to the insurance company.

Procedures for Leasing Vehicles

Contracting with a company for vehicle leasing should follow company procurement processes for selecting the preferred company. Once a competitive bidding process is complete and a taxi service vendor or leased vehicle vendor is selected, a contract with a vendor must be signed and in place before use of such vehicles can ensue.

Responsibilities of the Administration Department

After the company has been selected, the Administration department will conduct an inspection of the vehicle to be leased so as to ensure it is in sound condition with all relevant registration and paper documents inside the vehicle.

Vehicle is to be inspected to ensure all accessories are in place before delivery.

Responsibilities of the Leasing Company

The company from whom Evidence Action leases vehicle shall be responsible for the terms outlined within the vendor contract. These following conditions may be taken into consideration during the procurement process.

- Vehicle has comprehensive insurance and a GPRS tracking solution installed and functional.
- The leasing company to be responsible for any damage/repair or repair to the vehicle not covered by comprehensive insurance while under lease.
- Replacement car to be provided during repair/maintenance by the leasing company.
- Regular maintenance to be carried out by the vehicle leasing company.

- The leasing company is to provide a dedicated car and driver.
- Periodic inspection/routine check of vehicle to be jointly done by the operations team and the leasing company to certify the working condition of the vehicle.

Legal Requirements by Country

References to governing traffic laws and any particular considerations to be aware of.

- Kenya - [The Traffic Act of Kenya](#)
- Uganda - [The Traffic and Road Safety Regulations of Uganda](#)
- Malawi - [Malawi Road Traffic Act](#)
- Nigeria - [National Road Traffic Regulations](#)