

## MEMORANDUM

To: GADC Staffs  
From: GADC Management Team  
Date: December 15<sup>th</sup>, 2021

Subject: Budget support for management networking meeting and GADC' provincial staffs cost in implement activities in GADC's workstation

As part of GADC's work managers and MT need to discuss with different expert, NGOs' representative, and government officers to get more updated information about the current situation that link to GADC work especially on gender as well as to get information about funding opportunity. Thus, management team decided below:

- Managers and MT can have claim for networking meeting 4 times per year. For one time meeting is maximum 4USD for one person.
- Managers and MT should state clearly about the purpose of the meeting and how it benefits to GADC.
- This meeting should be planned and pre-approval.
- No submit attendant list to settle this spending but require noting on the receipt of participants

In accordance with current changes of taxation and compliances, the claims of provincial staffs on telephone card, motorcycle maintenance, and local transportation on the mission allowed the following:

- Communication cost \$7 per month, and up to \$84 per year. Staff can claim vary from month to month based on their actual usage. The receipt presents to every single claim.
- Motorcycle maintenance cost \$15 per month, and up to \$180 per year. Staff can claim vary from month to month based on their actual usage. The receipts present to every single claim.
- Local transportation cost for GADC's business purpose in the target areas and beyond which is counted from/to home to communities or working destination. The claim is 35km = \$1. The claims vary from month to month based on their actual usage and monthly work plan. There are no receipts required to submit to every single claim, but the list of mission of activities implementation are required.

The budget holders have to ensure that the budget spending is aligned with approval budget.

This memo is effective 1 January 2022 onward.

Thank you very much for your kind cooperation.

GADC Management Team,

Eng Chandy  
Executive Director

