

MEMORANDUM

To: GADC Staffs
From: GADC Management Team
Date: July 1, 2022

Subject: Amendment articles (9.2; 9.4.1; 9.4.2) of the Financial Management Policy

Due to the high inflation of daily consumption such as food, lodging and transportation in Cambodia. Staff faced lots of challenges to implement the activities by using GADC's existing rates. Thus, management team amended articles below:

9.2 Domestic travel (field trip)

GADC has adopted its own per-diem rates for all travel within country. GADC pays a per-diem, incidental expenses, lodging costs and is calculated for an overnight stay, at the rate which would be issued and updated as necessary as possible. This per-diem rate will be applied to all GADC staffs travel for GADC business. Transportation costs will be reimbursed/ paid upon submission of receipt at the rate economical price and/or public transportation. Staff traveling or staying free of charge is not eligible for reimbursement.

- a) Per-diem: GADC covers 3 times of meal (breakfast, lunch, dinner). The receipt of meal is not required. The travel must be related to official business and must have prior approval of the employee's supervisors and higher-level managers.

The per diem classification is shown below:

Per diem Breakdown	Eligibility
Breakfast	Departure from office before 8.00 am
Lunch	Departure from office before 12.00 and return to office after 12.00 noon
Dinner	Return to office after 5.00 pm

More than one-day travel or longer, per-diem shall be paid as below table:

No	Duty Station	Breakfast	Lunch	Dinner
1	Phnom Penh	4\$	6\$	6\$
2	Kompong Som	4\$	6\$	6\$
3	Siem Reap	4\$	6\$	6\$
4	Kandal	4\$	6\$	6\$
5	Kompong Cham	4\$	6\$	6\$

6	Tbong Khmum	4\$	6\$	6\$
7	Kratie	4\$	6\$	6\$
8	Stoeung Treng	4\$	6\$	6\$
9	Ratanak Kiri	4\$	6\$	6\$
10	Mondol Kiri	4\$	6\$	6\$
11	Svay Rieng	4\$	6\$	6\$
12	Prey Veng	4\$	6\$	6\$
13	Kompong Speu	4\$	6\$	6\$
14	Takeo	4\$	6\$	6\$
15	Kompot	4\$	6\$	6\$
16	Kep	4\$	6\$	6\$
17	Kompong Chhnang	4\$	6\$	6\$
18	Pursat	4\$	6\$	6\$
19	Battambang	4\$	6\$	6\$
20	Pailin	4\$	6\$	6\$
21	Banteay Mean Chey	4\$	6\$	6\$
22	Odor Mean Chey	4\$	6\$	6\$
23	Preah Vihea	4\$	6\$	6\$
24	Kompong Thom	4\$	6\$	6\$
25	Koh Kong	4\$	6\$	6\$

- b) Lodging (accommodation): GADC paid on a flat rate of USD \$18 for an overnight stay. Staff is not obliged to submit receipts for the lodging to claim the lodging cost.
- c) Incidental Expenses (Miscellaneous expenses): GADC covers the following additional items which is reimbursable after trip completion as follows:
- Actual costs of local travel—including taxi fares or other transportation costs required by GADC business, or other travel expenses not pre-paid before travel begins—as required by the authorized itinerary.
 - Privately-owned motorbike or vehicle: The use of a privately owned motorbike or vehicle on official business will be reimbursed at the rate of motor taxi or taxi (public transportation) of the economical price.
 - Telephone, facsimile, and cable charges for official messages while in travel status.
 - Staff is required to submit the original receipts for all items.

9.4 Travel, Per-diem and Accommodation for participants

9.4.1 Inter- province(រវាង):

- Participants receive meals and lodging allowance based on article 9.2.a and 9.2.b.
- Phnom Penh is the duty station for which transportation costs shall be calculated to/from provinces. The presentation of receipt is required.
- GADC covers \$3 for arriving day, \$3 for departure day, and \$3/day during event day.
- GADC pays the return cost of transportation upon presentation of the receipt which is computed as twice.

- However, if the participants do not have receipts, GADC's rate may subject to apply.

The cost of transportation table is computed as follows:

No	Duty Station	Province-PNP-Province and from village-bus station (flat rate)	
		KHR/way	USD/way
1	Phnom Penh	0.00	\$0.00
2	Kompong Som	48,000	\$12.00
3	Siem Reap	48,000	\$12.00
4	Kandal	20,000	\$5.00
5	Kompong Cham	32,000	\$8.00
6	Tbong Khmum	32,000	\$8.00
7	Kratie	52,000	\$13.00
8	Stoeung Treng	60,000	\$15.00
9	Ratanak Kiri	64,000	\$16.00
10	Mondol Kiri	64,000	\$16.00
11	Svay Rieng	40,000	\$10.00
12	Prey Veng	40,000	\$10.00
13	Kompong Speu	32,000	\$8.00
14	Takeo	32,000	\$8.00
15	Kompot	36,000	\$9.00
16	Kep	36,000	\$9.00
17	Kompong Chhnang	48,000	\$12.00
18	Pursat	48,000	\$12.00
19	Battambang (not include Samlot district)	48,000	\$12.00
20	Pailin	60,000	\$15.00
21	Banteay Mean Chey	52,000	\$13.00
22	Odor Mean Chey	52,000	\$13.00
23	Preah Vihea	52,000	\$13.00
24	Kompong Thom	48,000	\$12.00
25	Koh Kong	48,000	\$12.00

GADC allows participants to sign or use the thump printed when they get the allowance paid.

Handwritten signatures and initials in blue ink.

9.4.2 Intra-province/city(ក្នុងស្រុក/ក្រុង):

Local transportation:

GADC covers local transportation for participants who attend GADC's event in Phnom Penh; GADC pays the cost based on distance of travel as below table:

Local transportation (Intra-Phnom Penh)			
	Distance	KHR/1 way	USD/ 1 way
1	01-04 Km	6,000	\$1.50
2	05-08 Km	10,000	\$2.50
3	09-16 Km	16,000	\$4.00
5	More than 17 Km	24,000	\$6.00

GADC covers local transportation for participants who attend GADC's event in province; GADC pays the cost based on distance of travel as below table:

Local transportation (Intra-Province)			
	Distance	KHR/ 1 way	USD/ 1 way
1	01-04 Km	4,000	\$1.00
2	05-08 Km	6,000	\$1.50
3	09-16 Km	10,000	\$2.50
4	17-29 Km	12,000	\$3.00
5	More than 30 Km	14,000	\$3.50

Note: the calculation of distance is based on the workplace to the venue. If the event organized during the holiday, it is calculated from home to the venue.

Meals and Lodging:

Distance	Event in	GADC will extra pay	
If<50km	Province	Lunch	4\$
		Breakfast	2\$
If<50km	Phnom Penh	Lunch	4\$
		Breakfast	2\$

In case, lunch and breakfast provided, that allowance is an exception. Lodging cost shall not be paid to participants

Distance	Event in	GADC will extra pay	
If>50km	Community	Breakfast	2\$
		Lunch	4\$
		Dinner	4\$
		Lodging	5\$
If>50km	Phnom Penh /Town /City	Breakfast	2\$
		Lunch	4\$
		Dinner	4\$
		Lodging	12\$

In case, any lunch, breakfast, and/or dinner provided, that allowance is an exception. Lodging cost shall be paid to participants.

Due to Budget constrain and the different requirement from different donors, GADC is obliged to have a flexi-decision made by the Program Director and/or approved by the Executive Director prior event happened.

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

This memo is effective 1 July 2022 onward.

Thank you very much for your kind cooperation.

GADC Management Team,



Eng Chandy
Executive Director

