

Travel, Accommodation and other Out of Pocket expenses of Auditors

Travel, Accommodation and other expenses to be borne by the company shall be regulated as under:

1. Travel

- 1.1. Transportation shall be arranged by the Company where necessary;
- 1.2. If transportation is not arranged by the Company, Nu. 16 per KM shall be paid as mileage;
- 1.3. No halt charges are admissible;
- 1.4. Local mileage shall not be admissible; and
- 1.5. An audit team comprising of less than three members shall claim mileage for only one car.

2. Accommodation

- 2.1. Accommodation shall be arranged and cost thereof borne by the Companies.
- 2.2. If the Companies do not have their own guest houses and facilities for accommodation, accommodation shall be arranged in a standard hotel.
- 2.3. At all places, Audit Manager may occupy a single room. However, other auditors shall be accommodated in a shared room;
- 2.4. If accommodation is not arranged by the Company, following is to be paid in lieu of accommodation:
 - a. Partner: Nu. 3,000.00/night
 - b. Manager and other: Nu. 2000/night
- 2.5. No accommodation cost shall be paid by company if arranged at the company's facility;
- 2.7. No expense shall be incurred toward cigarettes, alcoholic beverages, laundry and other non-food items.

3. Meals and others

- 3.1. The actual cost of the meals for Partner and Audit Manager shall be paid by the Company to the hotels if the meals are not provided in the Company's Guest Houses;
- 3.2. Audit Manager may claim Nu.1,500.00 a day each at all locations in lieu of actual cost of meals. If meals are provided in the Company's Guest House, the allowance shall not be payable
- 3.3. A lump sum amount of Nu.1,000.00 per day each at all locations shall be paid to other auditors. If meals are provided in the Company's Guest House, the allowance shall not be payable;
- 3.4. Cost of cigarettes, alcoholic beverages and laundry shall not be admissible;

- 3.5. If lump sum Allowance in respect of accommodation and meals have been claimed, the company shall not incur any expenditure for the auditors except for providing tea/coffee in the normal course while in the office;
- 3.6. No expenditure shall be borne by the company on account of the accompanying family members of the auditors. Any consequential extra expenditure shall be deducted from the bills of Hotel/Guest houses;
- 3.7. The Authority shall pay the cost incurred for only one partner for each audit, besides the cost incurred for the Audit Manager and other auditors in the team.

4. Communication/Report processing costs

- 4.1 A lump-sum amount of Nu. 2,000.00 for each audit to cover processing and transmission cost of six sets of audit reports and other communication expenses shall be paid by the company.

5. Mode of payment of auditors' Bill (s) for out of pocket expenses

- 5.1 Auditors shall submit their bill(s) for the out of pocket expenses directly paid by them to the Royal Audit Authority for processing reimbursement.

6. General

- 6.1 The Auditors shall not require the clients to bear expenses other than the ones specified above.
- 6.2 In the event of any discrepancy or ambiguity in the interpretation of the provisions outlined above, the interpretation of the RAA shall be final and binding.
