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Guidelines for the settlement of travel expense incurred by Consulting firms / Individual Appraisers within India

Travel Expenses comprises the following;

A. Additional expenses for subsistence Allowances/Per diem /Daily Allowance

B. Cost of overnight accommodation

C. Transport / Conveyance

D. Ancillary costs

A. Subsistence / Daily Allowances

Sl. Nr	City	Daily allowance (per calendar day in INR)	
		Full (24hrs)	Reduced (between 8-24hrs)
01	Bengaluru	3,300	2,200
02	Chennai	1,800	1,200
03	Kolkata	2,400	1,600
04	Mumbai	4,200	2,800
05	New Delhi	3,600	2,400
06	Other cities	1,800	1,200

Subsistence / Daily allowance will be paid to cover expenses for subsistence. The daily allowance shallbe given on a “calendar day basis”.

The rates for Daily Allowance are as follows:

- for duties less than 8 hours: no allowance
- for duties between 8-24 hours: 2/3rd of the allowance
- for duties for full day (24 hours): 100% of allowance

i. Food bills are non-reimbursable, the consultant is entitled to per diems as per GIZ Travel guidelines.

ii. The consultant shall fill an individual form to claim per diems, arrival and departure time are mandatory to make necessary calculations.

iii. If the business trip destination is not reached before midnight on the day of departure, the reduced per diem for the place of residence/assignment will be reimbursed. Upon return to the place of residence/assignment, the rate for the last place of outstation work shall apply.

Duration of Official Journey

The duration of an official journey (period of absence) shall be calculated as the time between departure from the place of residence or the principle workplace at the start of an official journey, and the arrival at the same on completion of the official journey.

Multiple City Journey

i. In the case of journeys lasting more than one day, the daily allowance and overnight accommodation allowances for the day on which the frontier is crossed on the outward or continued journey shall be based on the rate for the place/city last reached by the employee before midnight.

ii. For air journeys, a city is not considered to have been reached until the aircraft has landed there. Stop-over landings are not taken into account.

iii. For the outward journey, the lump-sum subsistence allowance for the place of destination shall apply. For the day of the return journey, the daily allowance for the place/city from which the consultantis returning shall apply.

B. Accommodation

The accommodation charges will be reimbursed against actual (exclusive of taxes)

If a traveler plans to stay with friends or relatives and/or is unable to produce bills for overnight stays, the traveler is entitled to claim lump sum as listed below.

Sl.Nr	City	Accommodation Lumpsum
01	Bengaluru	5,000
02	Chennai	3,000
03	Kolkata	5,000
04	Mumbai	7,000
05	New Delhi	7,000
06	Other cities	3,000

i. Considering economic efficiency, the travellers may use internet modes like Airbnb,Yatra,

MakeMyTrip etc. and claim the amount for reimbursement. However, reservationconfirmation and credit card statement need to be submitted with the travel claim.

ii. Night spent at the airport, in an aircraft, ship, bus or train: If the consultant spends a night at the airport or in an aircraft, ship, bus or train, he/she may not claim an overnight accommodation allowance for that night.

iii. Laundry cost will not be reimbursed during domestic travels.

iv. Non-reimbursable costs include fines, entertainments, and tips. It is considered as a personal expense on the part of the consultant.

v. Accommodation expenses shall be reimbursed only up to the extent of budget allocated in the Contract.

vi. In case of multiple city journeys, the per-diems & the overnight accommodation allowances forthe day shall be based on the city last reached before midnight.

C. Conveyance / Transport Expenses

The mode of transport shall be chosen in accordance with the principles of value for money and sustainability. GIZ is committed to the principles of resource conservation and environmental protection and therefore requires all staff members to choose the most environmentally friendly means of transport and to take advantage of any price reductions

i. First class may be used for train journeys

ii. Air travel is by far the largest source of greenhouse gas emissions; only strictly necessary trips should thus be made. Flights should be selected in accordance with the principles of value for money and sustainability

iii. For flights, the cost of economy class shall be reimbursed.

iv. If the consultant has purchased ticket from credit card, further proof of card billing slip and invoice(if any) should also be furnished.

v. If the consultant has lost the boarding card(s), the Consultant must obtain from the airline certification that he/she flew the sector shown on the air ticket. Also, the consultant is required to give a written declaration that he/she has travelled the sector and only settled the travel claim with the GIZ office or project.

Use of private vehicle

i. Use of a private vehicle for official use is permissible if mentioned in the Contract.

ii. For journeys of more than 200 km one way, the economic efficiency of using a private motor vehicle rather than other means of transport must be demonstrated by the Consultant. The basisfor reimbursement and for determining which means of transport is more economical is the costof a second-class rail ticket, if appropriate. If evidence is not provided, the costs of a second- class rail ticket will be reimbursed.

iii. If private vehicle is used, the distance shall be checked for plausibility. Claims for settlement foruse of private vehicle will be settled as per the rates here below:

iv. For four wheeler - 24 Rs./km
v. For two-wheeler - 17 Rs./Km

vi. All other expenditures associated with the operation of private vehicle are covered in the lump sum per kilometre.

vii. In case of use of private vehicle, proof of journey must be provided for intercity trips (for e.g.: FASTag statement or toll tax receipts) All other expenditures associated with the operation of private vehicle covered in the lump sum per kilometer.

viii. Calculation of distances: Some payments under these Regulations are based on the distance travelled between two points. In such cases, the distance is taken to be the fastest car journey route as calculated by the Google Maps route planner at maps.google.co.in and attached to the travel claim.

D. Ancillary Costs (if included in the Contract)

i. Additional costs include expenditures for transport and storage of luggage, printing, designing, photocopying fax costs, postal charges, buses, etc.,

ii. The cost will be reimbursed solely on the basis of original vouchers or, exceptionally for small amounts only, made credible by the consultant's own vouchers.

iii. Individual Voucher/bill will not be required, if the budget for these costs is shown as “Lumpsum” in the Contract.

E. Travel Advances

i. The Travel Advance can be issued to the Consultant as prescribed in the Contract under payment terms.

ii. It is mandatory to settle the last travel advance before taking subsequent new travel advance

iii. If the consultant fails to submit travel claim/bills within 2 months, no further payment will be affected under that contract.

iv. If the travel budget in the Contract is exhausted and the assignment demands further travel, it ismandatory to seek prior approval in writing from GIZ. On approval from GIZ, amendment to thecontract with additional provision of the travel budget will be undertaken.

Requirements for settlement of accounts

i. The Consultant must submit all the travel expenses to the process through LERF outlined in the contracting payment guidelines to GIZ.

The travel claim for reimbursement or adjustment (where a travel advance has been paid) must be submitted to the respective GIZ project/programme within 2 months of completion of the journey(s) or on expiry of the contract, whichever is earlier, along with supporting documents.

ii. Travel claim form is to be provided by the respective Projects / Programme to the consultants

iii. Non submission of relevant travel documents will result in rejection of claim

iv. The consultant is responsible to mention / declare any kind of breakfast / meal provided by theHotel in the room cost. So that travel expenses can be settled accordingly.

v. Suppose, if Hotel payment vouchers indicate only a total price for accommodation and breakfastand if the price of breakfast cannot be determined, then 20% of the full Daily allowance valid forthe place of accommodation shall be reduced.

vi. If the consultant pays for the overnight accommodation and meals (=half board or full board) and the costs of meals are not indicated separately on the bill, then the consultant only receives a lump-sum subsistence allowance and overnight accommodation allowance. If the costs of full board exceed the amount of the lump-sum subsistence and overnight accommodation allowance, the staff member must pay the difference him/herself.

vii. Similarly if the meals are offered during the travel by Air/Train, the consultant has to mention thesame on the travel expenses claim form and the same will be deducted from the daily allowancesas per the timelines prescribed below;

- breakfast : □ 20% of the full daily allowance
- lunch : □ 40% of the full daily allowance
- dinner : □ 40% of the full daily allowance

i. Individual Appraisers must fill GIZ Invoice, clearly mentioning the period of invoice in case of partial payment. Consultant must indicate the applicable amounts against each column.

ii. In the case of consulting firms, it is mandatory to have the tax Invoice on the stationery of the firm/institute.

The above document is the extract of 17-page GIZ travel guidelines. The complete document can be soughtfrom GIZ on request.