

GIZ Laos Domestic Travel Regulations

These regulations are based on PuR ID#421 with Regulations for reimbursing travel expenses (20 MTV) and valid as of **15.01.2025** apply for the following:

- Counterparts
- Consultants

For counterparts / consultants rates and reimbursements higher than the ones listed below are not permissible!

Daily Subsistence Allowance – DSA (in LAK)			Accommodation Allowance (in LAK)
1	Full 24 hours	8-24 hours	Maximum reimbursement up to 1,200,000/night* (Based only on reasonable provision of evidence Hotel/accommodation bills will be randomly checked by GIZ)
2	250,000	200,000	Lump sum 350,000

*If there is no reasonable accommodation available within the rates mentioned above, a higher amount can be paid subject to specific written approval by the AV (Project Director) or respective deputy, Head of Administration or Country Director.

If a travel for work is required within Vientiane Capital and at local level for which the return journey can be made within the same day (between ministries, different departments of the same province, different offices of the same district, a village administration office, etc.), this shall be considered as regular duties, and the traveller shall not be entitled to DSA.

For short land travel to a neighbouring country of Lao PDR, each GIZ project is allowed to establish an internal policy for reimbursement and such trips may also be settled in the project journal. The policy must be documented for internal control review.

For a meal that the traveller receives free of charge (meals included in training venues, study tours, meetings, etc) either from GIZ or a 3rd party if meals are included in the hotel cost (e.g. breakfast is included in the hotel costs), the per diem allowance shall be reduced as follows:

20% for breakfast / 40% for lunch / 40% for dinner.

The meal deduction shall be based on full per diem allowance.

This practice is due to internal GIZ policy. Other organizations may apply different deductions.

All calculations are based on the start and end times of official travel. All leave must be mentioned, as this interrupts the official travel.

When staff travels to their place of residence, no accommodation allowance will be paid, except the reasonable provision of evidence for accommodation with approval of superior/AV (Project Director) or respective deputy, Head of Finance and Administration or Country Director.

Transportation allowances		
Bus	Upon receipt, Lump sum possible on documented exception basis	
Aeroplane	Upon receipt (receipt, flight ticket and boarding pass)	
	Northern Region Sayabouly, Bokeo, Luang Prabang, Xiengkhouang, Oudomxay, Luang Namtha, Houaphan and Phongsaly)	Central and Southern Region (Vientiane, Vientiane Province, Xaysomboun, Bolikhamxay, Khammouane, Savanhaket, Champasak, Salavan, Sekong, Attapeu)
Automobile	7 km/litre**	9 km/litre**
	The rate for work related travel within a town or municipality shall be calculated as 5 litre per day per vehicle	
Motorcycle	10 km/litre**	15 km/litre**
	The rate for work related travel within a town or municipality shall be calculation as 2 litre per day per vehicle	

****The link to current fuel price of Lao state company**

<https://www.laostalefuel.com/lo/gaprice.html>

The exchange rate derived from the above link shall be used as reference and attached with the calculation and payment. The above-mentioned rates apply for the use of private car and of vehicles from the partner ministries for GIZ purposes. When counterparts travel using government vehicles, these km rates apply for reimbursement. The pre-approval is considered given by approval of the counterpart trip in the first place. Advances can be paid upon approval of superior/AV (Project Director) or respected deputy, Head of Finance and Administration or Country Director up to a total 70% of expected travel costs.

Travel expenses are generally to be settled within 6 weeks following the end of the business trip.

All travel claims will be settled in LAK, unless documented expenses were incurred in USD. The preferred payment method is bank transfer, through a BCEL bank account.

Approved by:

Checked and acknowledged by:


Dr. Bjoern Surborg
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2A00


f. Mr. Nicolas Zwerger
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2A00