



Draft: STAR Kampuchea's Transportation Policy

Article 1: Goal

The policy of STAR Kampuchea's staff travelling aims at helping all staff members directly accomplish their successful and efficient duties by mean of travelling with dignity, transparency, credibility and accountability.

Article 2: Mission Expense

A) General providing allowance with Meals & Lodging

- Each STAR Kampuchea's staff travelling for a mission in other area (commune, district province/city) shall be provided with \$10 of daily meals, and \$10 of nightly lodging. For the mission into any area of the following 3 provinces: Preah Sihanouk, Preah Vihear and Siem Reap, the nightly lodging provided is \$15 as a exception. The receipt for such expense is not required.
- Whereas each staff/representative from partners such as cooperating organizations, provincial networks, target communities in other areas (commune, district, province/city) that needs to come to Phnom Penh is provided with \$10 for daily meals and \$7 for nightly lodging; the receipt of such expense is not required.
- The expense for the board members' travel to meeting, workshop or other event will be provided in accordance with the budget availability or possibility.

B) Specific Allocation of Per Diem Meals during the Mission

STAR Kampuchea will encourage its staff members and targeted group members to use their efficient and transparent working time and provide them with the following kinds of per diem for their meals during the mission:

- \$5 for staff with half day mission in the following provinces: Kandal, Takeo, Kampong Speu, Kampot, Kampong Cham, Kampong Thom, Kampong Chhnang, Prey Veng, Svay Rieng, Pursat and Sihanouk Ville. In the event that the mission time includes both start and return days of the journey, the per diem will be \$10.
- \$10 will be provided to targeted community members who will take a longer haft day from the above-mentioned provinces in the first point.
- \$10 will be provided for staff with mission in the following provinces: Battambang, Koh Kong, Banteay Meanchey, Siam Reap, Kratie, Preah Vihear, Odor Meanchey, Ratanakiri, Mondolkiri, Pailin, Stung Treng, and Kampot.
- Additionally, the STAR Kampuchea's staff members with mission in provinces purposely organizing sessions of training, workshop, forum, meeting or other events are allowed to freely share luncheon provided for the participants, and the staff can get money on hand paid as per policy.

C) Local Travel Fee

- ***The fee of trip between Phnom Penh and province/city:*** Such fee will be acceptably reimbursed if it in accordance with the current market price. All STAR Kampuchea's staff and staff from partners, cooperating organizations, and target communities are required to take a bus and shall involve receipt of travelling fee for reimbursement. When taking a taxi is needed, the staff shall submit a reasonable request to either the Financial Officer or Supervisor or the Executive Director in advance.
- ***Trip between provincial city and community:*** The actual fee of such travelling shall be carefully examined by the Accountant or the Financial Officer. A travel voucher is available at STAR Kampuchea's office for the staff to fill up with the location name, date, vehicle license number, and telephone number of the transport service deliverer as well as the both signatures.

D) Shared cost of traveling in local areas

- Each STAR Kampuchea's staff member who is assigned to attend any session of training workshop, forum and other events organized by other organization shall be provided with \$3 per day for city travelling fee.
- Each attendee of any event organized by STAR Kampuchea in Phnom Penh from partner organizations, cooperating organizations and target communities of other areas that needs to travel in Phnom Penh shall be provided with \$3 per day for city travelling fee. This also covers the cost of travelling during the day of both departure and arrival.
- Each staff or representative from partner organizations, cooperating organizations and target communities of other areas that come by travelling to join in other workshops or events that STAR Kampuchea is supposed to co-organize with its local and international network NGOs and responsible for preparing the cost of lodging, food and transportation, will be actually provided in term of the STAR Kampuchea's policy.

E) Advance Clearance

- On completion of his/her mission, the staff shall submit a narrative and financial report on his/her mission to the Executive Director or her proxy for approval via his/her supervisor and the Accountant's examination. The mission clearance shall be cleared within two weeks counted from the date of his/her mission start. The cost of per diem meals, the fee of traveling by bus or taxi, lodging cost shall be filled up in the mission expenditure sheet that needs to be approved by the supervisor and the Executive Director.
- A STAR Kampuchea's staff member who is supposed to attend any session of training, workshop, forum, meeting or other event organized by NGO in overseas country shall be with a mission license certified by the Executive Director or by her proxy. STAR Kampuchea will provide fund support in accordance with the new Article 30 of the financial policy. When not been funded by the organizing NGO for his/her expense during the overseas mission, the staff shall submit a fund request to the Executive Director or her proxy for her kind approval via the Accountant's examination.

Article 3: Mission travel by STAR Kampuchea's Car and Motorbike

- STAR Kampuchea's car can be used only by two or more staff members (The driver is excluded) who need to go all together in a province/city within the area of the Kingdom of Cambodia for their missionary accomplishments. The budget for such mission shall be approved by the Executive Director or her proxy.
- The expense for fuel shall be proportionate to the trip distance (back and forth) between Phnom Penh and the target area (commune, district, province) in accordance with the following formula: $[\text{Fuel Price}] = ([\text{Distance in Km}] \times [\text{Fuel cost per liter}]) \div 10$. The distance to be passed by car shall be accurately and reasonably assessed.
- The fuel receipt shall be signed by both the driver and the seller.
- The driver shall keep track of Kilometer indicator of the car and motor speedometer during his drive within Phnom Penh and in other provinces/cities by regularly filling in the motor or car log sheet form.

Article 4: Provisions:

- All STAR Kampuchea staff shall effectively practice with this transportation policy. The policy shall be reviewed every 3 years during the staff retreat. It is always valid until there is an amendment to this policy.
- All rules which are against this policy shall consider being invalid.

Phnom Penh.....2012

Chairwoman

Board of Directors

Prok Vanny

Phnom Penh.....2012

Executive Director

Chet Charya