TRANSPORT & TRAVEL MANUAL
CHAPTER IV OF OPERATIONS & MANAGEMENT MANUAL
AND CLAUSES FROM HR MANUAL

With Effect from 1st April 2017

www.ti-bangladesh.org
Introduction

Over the past years, Transparency International Bangladesh (TIB) has significantly grown both programmatically and institutionally. We have the distinction of being the largest chapter of TI in the world implementing multi-dimensional and robust programmes. This means that we are handling larger and newer resources, projects, staffs, partner and vendors. With this growth, the policies and procedures related to Transportation and travel have required updating and amendments to ensure the high standards of transparency and accountability that TIB is known for, and is expected to be. Our main objective is to ensure that our transportation and travel procedure and all actions, decisions and activities related to it represent highest standards of economy, efficiency and effectiveness.

What follows here is the amended, updated version and combination of TIB Transport Manual and Travel Policy approved by the Board of Trustees of TIB at its 91st meeting held on 29 March 2017. All relevant members of the staff at all levels and locations are expected to be conversant with the provisions of this manual and to fully comply with the same. The Board and management hope that the policy will be fully enforced without any exception so that the underlying responsibility and accountability framework are strictly observed.

Dr. Iftekharuzzaman
Executive Director
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Section I: General Features and Guideline on Transport Facilities

1. Introduction
The purpose of transport facilities is to build up an efficient and effective transport support system for various operations of Transparency International Bangladesh (TIB) in Dhaka and at different other locations.

This manual lays down the rules and procedure for providing transport facilities to the maximum extent possible, staff entitlements to these facilities, and for repair and maintenance of the fleet of vehicles owned and possessed by TIB, and also those under their custody for the time being.

2. Management of Transport Facilities
Management of transport facilities and maintenance of the fleet shall function under overall guidance of the Director Finance and Administration (DFA). Manager Administration will handle day to day operations and services strictly under supervision of Senior Manager-Finance & Administration in accordance with the provision of this manual.

3. Transport Pool
All the vehicles, with the exception of that fully allotted to the Executive Director (ED) and the Deputy Executive Director (DED) or other Directors if so determined by board or their service contract shall be centrally controlled by a pool to be called Transport Pool.

4. Transport Pool In charge
Manager Administration shall be responsible for organizing the transport facilities and maintenance of all the vehicles and supervise Drivers. Manager Administration/other designated staff will the considered as Transport Pool In-charge.

5. Establishing a Standard of Efficiency
It is necessary to set an acceptable standard of efficiency in terms of use and utilization of vehicles, cost of fuel, accessories and maintenance. At present in TIB Transport Pool there are different types of vehicles, fuel consumption of the vehicles are different. Due to traffic jam, Kilometer Per Litre (KPL) goes down, resulting higher fuel consumption per kilometer. When traffic movement becomes normal, KPL goes higher. Traffic Jam may the cause of lower KPL within Dhaka city and higher KPL outside Dhaka city. However, Transport Pool In-charge will monitor the efficiency of vehicle closely. (Annexure 1: Fuel Consumption Record)

6. CNG Conversion of Vehicles
No vehicle will be converted to Compressed Natural Gas (CNG) system, as it is known to weaken the engine.
7. **Driving by Staff Members**
   In the absence of a driver or in an extraordinary circumstance, a staff member, having a valid driving license and a fair knowledge of an automobile, may be permitted to drive a vehicle. Such permission may be sought for from the ED/DED but shall not be regarded as a blanket instruction or as a precedent.

8. **Parking of Pool Vehicles**
   The vehicles shall after day’s work be parked at the Transport Pool premises or at the foreground of the TIB office building or at the place as advised and notified by the Transport Pool In-charge. At the time of parking the vehicles, the keys should be handed over to the designated person/kept in the key box.

9. **Parking of full time assigned vehicles**
   The vehicles assigned or attached to the ED, DED and the other staff for full time use may be parked at their residence. They may kindly take reasonable safety measures.

10. **Parking of Vehicle to other places**
    In extraordinary circumstances, the vehicle(s) assigned to pick up and drop off Director(s) can be parked at Director’s residence or her/his convenient place subject to the specific approval of the DFA. In this situation, the relevant Director(s) will be responsible to ensure safety and security of the vehicle.
Section II Drivers’ Duties & Responsibilities and General Safety

1. Drivers’ Duties and Responsibilities

The Drivers’ duties and responsibilities as follows should be mentioned in their job descriptions:

a. Attending Office

S/he should attend her/his duties on time and as detailed by the Transport Pool In-charge and must wear uniform as suggested by TIB.

b. Behavior

S/he must behave in a courteous manner with whoever travelling by his/her vehicle.

c. Taking drugs

S/he must refrain from taking alcoholic drinks, narcotics or any other drug having tranquillizing effect before or while driving. Such behavior or addiction to drug shall be regarded as misconduct and shall call for disciplinary action. Physical and mental fitness is a pre-condition for driving a vehicle.

d. Morning Check of vehicle

S/he must check the fuel and motor oil position, battery and electric system, brake, tyres and tubes, spare wheel etc every day in the morning and clean the vehicle thoroughly. For morning checkup, Drivers will get xxxx minutes’ overtime, if early checkup is needed to attend duties before 8:30 AM.

e. Driving

S/he must not use the vehicle for any purpose other than duties assigned to do and must be ready to drive any type of vehicle. S/he must be ready to take tour and work out station within shortest possible time and work overtime within the limits of law.

f. Complying traffic rules

While driving, the Driver must fasten the seat belt. The Drivers must abide by the traffic rules, signals and respect right of others using the road. Speed limit must be displayed; the maximum speed as mentioned below shall never be exceeded:

<table>
<thead>
<tr>
<th>Types of Vehicle</th>
<th>Speed Limits in Open Roads/Highways</th>
<th>Built-up/Populated Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microbus</td>
<td>80 kilometer per hour</td>
<td>40 kilometer per hour/as per traffic rules</td>
</tr>
<tr>
<td>Car</td>
<td>80 kilometer per hour</td>
<td>40 kilometer per hour/as per traffic rules</td>
</tr>
</tbody>
</table>

Drivers must care for the safety of the passengers and pedestrians. While on the road, the vehicle should be parked at a convenient place so that traffic flow is not blocked and traffic rules are not violated.
g. Perform other duties as assigned

If a driver is not required to drive during office hours, s/he may be assigned to do any other duties including support service by the Transport Pool In-charge or Manager Administration so that his/her time is meaningfully spent.
2. General Safety

a. Safeguarding of vehicle
The Drivers shall be responsible to safeguard the vehicle s/he is attached to, all its accessories, documents etc from theft or damage. In the event of theft or loss or damage, the concerned Driver shall be liable for disciplinary action, fine or for recovery of the value of the lost or damaged item from him/her, if there is a prima-facie case of negligence or neglect of duty against him.

b. Accident
To ensure accountability of the Drivers to perform assigned duties and responsibilities, if any accident is committed in the road due to violation of traffic rules, the Driver will be held responsible for his accident. It is also the responsibility of the Driver(s) to take adequate safeguarding measures while driving. Driver(s) will be liable for any incident if it happens due to negligence in taking adequate measures. Concerned Driver(s) will be penalized and they will be charged for any cost for the incident. In some exceptional case, DFA will form a committee, comprising of technical personnel and others, to find out the reasons and/or the persons responsible for the accident. The Driver(s) will face disciplinary actions if it is found that accident happened due to negligence or lack of competency or knowledge of TIB’s assigned Driver(s). The actions will be determined by DFA or if necessary, by the EMT.

c. Reporting an Accident to Office
In the event of an accident causing damage to the vehicle or injury on any person, it must be reported to the Transport Pool In-charge immediately over phone by the Driver. If the Driver is injured or for any reason unable to report, the staff member travelling by the vehicle must report the matter. A report in writing (Annexure 2: Accident Report) as soon as possible should also be submitted to the Transport Pool In-charge by the driver.

d. Fastening seat belt by passengers
Staff travelling by the vehicle must fasten seat belt, if available.

e. Smoking in vehicle
It is prohibited to smoke in the TIB’s vehicle. If any Passenger or Driver smoke inside the vehicle, s/he will face disciplinary action.

f. Parking vehicles during night haltage outside Dhaka
Sufficient care should be taken by the Driver for safety of the vehicle during night haltage while on tour outside Dhaka or on a field visit. S/he may seek for the advice and help of senior most members of staff travelling. The vehicle may be parked at the premises of a police station with due permission or at the premises of the hotel, where to put up, under care of the hotel night guard or at the premises of the CCC office.
g. Reporting an accident to Police Station and handling case
In case of a fatal accident the matter shall be reported in writing to the police station having jurisdiction over the place of accident. Other legal steps or actions as may be advisable and necessary be taken by the Transport Pool In-charge. The Manager Administration should pursue and handle if a case is lodged by the police or any other party.

h. Reporting an accident to Insurance Company
In case of a fatal accident the matter shall be reported to insurance company over phone. The Driver and passenger should follow the instruction of insurance company and Transport Pool In-charge in this regard. The name, address of the third party and their insurer and such other information as may be helpful for fixing responsibility for the accident or for a settlement should be obtained. If a settlement is arrived at, a note indemnifying TIB from any future liability should be taken from the third party.

i. Claim for loss of vehicle
The Transport Pool In-charge shall arrange for bringing back the vehicle to its usual place of parking as soon as possible and inform the insurer and submit claim. The Transport Pool In-charge should conveniently prepare a report giving details of the accident, actions taken thereupon, expenses incurred and a deadline for settlement of insurance claim.

j. Treatment of injured staff
Arrangement for treatment of injured staff members as stipulated in the HR Manual or as may be advisable and necessary should be initiated by the Manager Administration as soon as possible after the accident.
Section III: Entitlement and Use of Vehicles

1. Entitlement

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2. Emergency Private Use

In case of medical emergency and death of an immediate family member - parents, spouse, children, brothers and sisters, a vehicle may be provided for use within the Dhaka city limit free of charge, subject to availability of vehicle in Transport Pool. If an employee falls sick while on duty, a vehicle may be arranged for his/her return to residence or for taking him/her to a hospital. Vehicle for emergency private use may be assigned on recommendation of Divisional Head, and approval of Senior Manager-F&A/DFA.

3. Private Use of office vehicle on Payment

TIB vehicles shall not be used by members of the staff for private/personal purpose except by virtue of specific terms of contract of service. In extraordinary circumstances, staff may be allowed this facility for use within the Dhaka city limit on payment at the prescribed rate. Private use of office vehicle may be allowed subject to prior approval of ED/DED after verification by DFA.

4. Rate of Private use on payment (in extraordinary circumstances only)

On account of fuel: Tk. 15 per kilometer.
On account of haltage: Tk. 120 per hour (on holiday minimum 05 hours will be charged for each such use); Minimum charge Tk.350

The rate will time to time be revised based on requirement on recommendation of EMT and approval of ED.

5. Family members accompanying staff during field visits/field events

Staff are strongly discouraged to have their family members accompany them on field visits or to field events, even on personal expenses. TIB management believes that this practice compromises organizational professionalism and creates scope for criticism. Only staff with small children and attendees may accompany staff on field trips as per TIB’s Child Care policy.

6. Hiring vehicles

TIB’s office vehicles will not be used during field visits or for field events with the exception of (a) Savar (b) Gazipur and where applicable (c) Koitta/Manikganj. In all other cases for the entitled members of the staff, vehicle support will be provided for field visits or field events by outsourcing as per relevant rules. (This is in view of cost-benefit calculation including implications of depreciation).

Vehicles may be outsourced in cases when vehicle support is essential for the mentioned purposes within Dhaka and Transport Pool vehicle is insufficient/unavailable for that support.

7. Dhaka City Area

TIB vehicles will move within 35 kilometers radius of city limit of Dhaka; radius count will start from end of city points such as Uttara/Gabtoli/ Buriganga bridge/Jatrabari etc.
Section IV: Vehicle support procedure

1. Procedure for vehicle support within Dhaka city
   To avail vehicle support for discharging official business or for private/emergency medical/other purpose as mentioned in this manual, staff members below the level of Directors, must submit a duly filled-up Vehicle Requisition Form (VRF), to the Transport Pool In-charge with recommendation of Divisional Head (Annexure 3: Vehicle Requisition Form).

   Subject to availability of vehicle in the Transport Pool, the Transport Pool In-charge will assign a vehicle to the respective staff member with the approval of appropriate authority.

   If a vehicle is not available he/she should immediately send a regret note to him/her stating the reasons and suggesting when a vehicle can be made available.

   In extraordinary situations, hired vehicles may be provided based on approved VRF and Purchase Requisition for discharging official business in case of unavailability of transport pool vehicle.

   Record of use of vehicles and copies of regret notes shall be preserved at least for one year.

2. Procedure for vehicle support for field visit:
   For field visits outside Dhaka staff other than Directors will submit VRF through Divisional head for approval of appropriate authority, clearly describing the travel plan and the relevant budget head.

   Decisions on such requests will be taken on the basis of assessment of the specific need, cost benefit analysis and financial implication for the budget.

3. Vehicle support based on VRF
   Staff below the level of Directors will be assigned vehicle based on approved VRF.
Section V: Fuel & Maintenance

1. Registration of Vehicles

Transport Pool In-charge shall be responsible for registration of vehicles in favor of TIB and get the vehicles certified to be fit and insured with full coverage with passengers and shall obtain all documents including display stickers as soon as the vehicles are purchased. He/she shall also be responsible for renewal of registration, fitness certificates, insurance, tax token and stickers. The Senior Manager F&A shall overview the functions and ensure compliance. The original documents shall be kept in the vehicle and photocopies in the respective vehicle file. A separate set of photocopies should be kept under the custody of the DFA.

2. Procurement procedure of fuel, oil and vehicle spares

a. Procurement procedure of vehicle spares

Purchase of spares, battery, filters, tyres and tubes, checking of timing chain, clutch plate, shock absorbers, drive shaft, wheel, steering axle, electric system, and radiator or any other item should be done in accordance with the rules of the procurement manual. Same procedure should be followed in case of a sudden break down needing repair.

b. Procurement procedure of fuel and oil within Dhaka:

Fuel and other items like motor oil, brake oil, gear oil etc. should be purchased from the selected/nominated fuel station on credit basis and payment will be made on receipt of bills together with the fuel and oil requisition slips as per policy of Financial Procedure Manual.

Fuel tank must be filled completely at each re-fueling and fuel and mile meter reading taken at that point of time and recorded in the logbook.

c. Procurement procedure of fuel and oil outside Dhaka:

Cash purchase of fuel may be allowed while travelling outside Dhaka. In such cases, the driver must obtain cash memos from the fuel station, which he/she should sign, denoting the meter reading. The staff member travelling should also sign the cash memos immediately authenticating the same. Entries as required must be made in the logbook. On return to base, the cash memos should be submitted to the Transport Pool In-charge for record and processing payment.

d. Periodical Check-up and Servicing/Repair of Vehicles

Transport Pool In-charge, in consultation with the concerned Driver shall arrange for check-up, servicing and repair of vehicles after every 2500 kms of running or every 3 months from the date of previous servicing, whichever accrues first.
When a vehicle servicing/repair is deemed necessary, a repair requisition should be raised by the Transport Pool In-charge showing the estimated cost of spares and workshop charges and seeking for budget clearance. *(Annexure 4: Vehicle Repair Request)*

e. **Servicing Procedure**

If a vehicle need servicing or repair, Transport Pool In-charge will send the vehicle to the designated service stations. The driver should ensure proper servicing of the vehicle, change of oils and spares if necessary. The service station will also be paid their dues as per provisions of Financial Procedure Manual on submission of bills. An agreement with the workshop and the service station in this regard may be made by exchange of letters. Procurement policy should be followed in the selection procedure of such service centre.

3. **Maintaining records**

a. **Logbook**

The Transport Pool In-charge must ensure that every vehicle has a logbook and the driver attached to the vehicle is maintaining it. Each and every journey, mileage covered, time out and time in, passengers name and purpose of journey, places of visit must be recorded in the logbook by the driver. The driver should sign the logbook and also obtain the signature of the passenger in the appropriate column in the logbook after every journey. On pickup drop service the last person to get dropped should sign the logbook. The logbook shall be checked by the Transport Pool In-charge on a daily basis. *(Annexure 5: Journey Record Sheet)*

b. **Vehicle History Report**

Record of maintenance of each vehicle should be kept in a separate file and a yearly vehicle history report should be prepared by the Transport Pool In-charge with details of repair and expenses thereto in the prescribed format. The history report will help making decisions for discarding and disposal of uneconomic vehicles. *(Annexure 6: Vehicle Maintenance Record)*

c. **Maintaining Fuel Consumption Sheet:**

A separate sheet to be called Fuel Consumption Record should be maintained with log sheet. Transport Pool In-charge will check the sheet and put her/her signature immediate of fuel purchase. *(Annexure 1: Fuel Consumption Record)*
Section VI: Vehicle support to other projects

1. **Use of pool vehicle within and outside Dhaka**
   In implementing activities of projects outside of TIB’s core project for which designated TIB vehicles are not available, vehicle support will be provided within Dhaka city and outside Dhaka subject to approval of appropriate authority.

2. **Charge for use of pool vehicle**
   The relevant project will be charged for such use at the flat rate of Tk. xxx per kilometer. Transport Pool In-charge will prepare an invoice along with a log sheet on a monthly basis and will forward to the accounts unit for charging the relevant project. The rate will time to time be revised based on requirement on recommendation of EMT and approval of ED.

3. **Use of hired vehicle**
   For project activities outside Dhaka, vehicle may be outsourced by Transport Pool In-charge, subject to approval of ED/DED. In this case, all costs related to the outsourced vehicle use shall be charged to the concerned project.
Section VII: Policy for use of TIB Motorcycle in CCC and TIB Activities

1. Motorcycle Usage Policy

a. Authorized User

Motorcycle shall be handed over to an authorized employee after signing of a Memorandum of Understanding (Annexure 7: Memorandum of Understanding) by both parties. The authorized employee would be treated as the user of the assigned motorcycle. In unavoidable circumstances, any person having expertise and valid driving license can drive the motorcycle with permission of the authorized employee. But if any situation occurs, the authorized employee will be held liable.

Staff member of TIB is only allowed to drive the said motorcycle on the ground of having valid driving license in his/her name.

If the user has eye sight problem, s/he can be allowed to drive motorcycle subject to permission of ophthalmologist and provision of relevant law. S/he should use optical glass while driving motorcycle.

Staff member who have prohibited disease relating to driving of motor vehicle (like motion sickness, hysteria, color blindness, serious eye disease, eye sight problem, hearing problem, deaf and dump), should not drive motorcycle without taking permission from TIB authority and physician.

b. Registration of Motorcycle

Motorcycle will be registered in the name of TIB. Expenses for registration will be borne by TIB after approval of Director-Finance & Administration and Executive Director/Deputy Executive Director.

c. Compliance of Traffic Rules

Motorcycle should be used subject to valid Driving License, Registration, Insurance, Tax Token and other relevant documents. The user should keep all valid documents while driving motorcycle. If the Government law enforcing agency imposes fine/penalty or takes any legal action for not keeping valid driving documents during driving motorcycle, the concerned user should settle the matter.

The user of motorcycle will be responsible for any police case/BRTA penalty due to careless/unlawful driving. S/he will be responsible to pay necessary fine from his/her own pocket for the incident.

If any user of motorcycle violates any prevailing Govt. rules during the time of driving, s/he will be responsible to settle the matter. S/he should not use TIB identity to get any undue advantage for own purpose.

d. Accompanying passenger

TIB Motorcycle shall not be driven accompanying more than one passenger at a time. Helmet should be used by both passenger(s) while driving.
e. Safety Measures
Motorcycle should be kept under the safe custody of TIB authorized person.

Motorcycle speed limit as mentioned below should be maintained:

<table>
<thead>
<tr>
<th>Types of Vehicle</th>
<th>Speed Limits in Open Roads/Highways</th>
<th>Built-up/Populated Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorcycle</td>
<td>40 kilometer per hour</td>
<td>Same</td>
</tr>
</tbody>
</table>

f. Personal use of Motorcycle
The user of motorcycle may use TIB motorcycle for personal reason under any of the following conditions: (a) s/he will be allowed 700 kilometers for personal use in lieu of 50% of his/her Transport Allowance. (b) Transport Allowance will be deducted from salary on the basis of actual usage @50 kilometer/litre of fuel consumption based on market price.

g. Periodic maintenance and servicing
The user of motorcycle should ensure routine and periodic maintenance & servicing of motorcycle from a selected service centre (Preferably from Bajaj Centre) after driving of every 1000 k.m. In case of major repair (more than Tk.1,000), prior approval should be taken from Finance & Administration Division.

The user of motorcycle should change engine oil after driving of every 500-750 k.m.

In case of replacement of spare parts, valid written justification will be required from user and his/her supervisor. A review report from the service centre will also be required for replacement of spare parts.

Any replacement of spare parts, genuine and replacement guarantee should be ensured. During the time of new replacement, former replacement date must be verified by user and supervisor. A service book should be maintained in this regard.

Monthly expenditure for fuel and maintenance should be covered from the budget of Fuel & Maintenance (motorcycle). Regular fuel/maintenance cost should be paid on actual basis.

The user of motorcycle will be responsible for cleaning and morning check up of TIB motorcycle on each working day. Check up includes engine warm up, air pressure of tyre, battery water level, horn, break, gear and other necessary check up.

The user of motorcycle will fill up log book (As annexed in CCC Finance Manual) carefully after each movement (Both official & personal) as per prescribed format. Respective Senior Programme Manager/Programme Manager and Finance & Administration staff will periodically check/review log book during the time of field visit.

h. Insurance
TIB has a hospitalization insurance policy for all its staff members. In case of accident, required treatment cost will be reimbursed by insurance company for hospitalization of at least 24 hours.

In case of any lost/theft, damage and accident, a report must be filed in the local police station immediately. Similar report must be sent to TIB Dhaka Office as soon as possible (Preferably within 6 hours from the time of incident).
i. Geographic area of driving
   The user of motorcycle is only allowed to drive motorcycle within his/her working area (City
corporation/Pourashava/Upazila). In case of movement to other areas, prior permission would
be required from respective Programme Manager/Senior Programme Manager.

j. Engagement of user in illegal/unsocial activity
   If any user of motorcycle remain engaged with any illegal unsocial activities by TIB motorcycle,
   s/he will be responsible for the matter. S/he has to pay or meet incident cost or penalty from
   his/her own pocket.

k. Hand-over at separation from TIB
   During the time of job separation from TIB service, respective staff should hand over motorcycle
to TIB, including relevant document. This may also be applicable in case of transfer/promotion/re-designation subject to decision of TIB management.

l. Amendment of policy
   TIB management reserves the right to add, change or modify any terms and conditions of this
policy at any time. Any changes in the TIB motorcycle policy is also needed to abide by the
authorized employee.
Section VIII: Travel

Sub Section i: Domestic Travel

Employees and consultants may be required to undertake travel on the TIB work related business. Authorized travel within Bangladesh is considered domestic travel. It commences from a specified location or residence to one or more specified destinations and return to the assigned departure point.

1. Travel Authorization

Normally travel plans shall be prepared and approval obtained on monthly basis. When the employee or consultant is required to travel, he or she must take authorization from supervisor in Travel Approval Form.

2. Travel Advance

The estimated cost of the trip may be paid to the traveler as travel advance. The traveler shall indicate the amount of money on the Travel Approval Form (Annexure 8 A&B: Travel Approval Form) if an advance is required. The Travel Approval Form with advance request shall be submitted to Finance & Administration Division through his or her supervisor at least 3 days before the travel commence.

3. Mode of Transport

The mode of transportation shall be followed as suggested in Table for domestic travel. Office vehicle may be used by senior officials for Dhaka city travel subject to availability and approval. Otherwise local transport shall be used by all employees of TIB. For using TIB vehicle for outside travel, requisition must be submitted to the Administration 3 days before the travel. If official vehicle is not available subject to approval of Director-Finance & Administration, vehicle from rent-a-car may be used for domestic travel considering situation and cost implication.

4. Travel Cost

a. Traveler will be reimbursed for the actual cost of transportation and lodging as suggested in clause Travel Allowance: Mode of Transport, Lodging and Per Diem. Used plane, train, bus and steamer tickets and lodging/hotel bills shall be attached to the Travel Expense Report (TER) when it is submitted for reimbursement. If the used ticket is required to be surrendered, the traveler shall make a photocopy of the ticket and submit it with the TER.

b. Perdiem: In addition to the transportation costs and lodging, the traveler shall be paid per diem to cover all meals, drinks and incidental cost, as suggested in clause Travel Allowance: Mode of Transport, Lodging and Per Diem. TIB staff will receive per diem allowance for domestic travel as under:
c. **Computation of Per Diem:** Per Diem will be computed at the basis of total travel hour as follows:
   - Less than 5 hours: no per diem
   - 5 hours to 8 hours: Half day per diem
   - 8> hours to 24 hours: Full per diem

d. **Partial Payment of Per Diem:** Staff members are also entitled to claim Per Diems for meals and incidental at the following rate while participating in events/training/workshops etc. outside their place of posting for which costs are covered by TIB.
   - If Lunch is provided by TIB/organizer: 70% of applicable Per Diems entitlement on meals and incidental.
   - If Dinner is provided by TIB/organizer: 65% of applicable Per Diems entitlement on meals and incidental.
   - If both Lunch and Dinner are provided by TIB/organizer: 35% of applicable Per Diems entitlement on meals and incidental.
   - If all meals are provided by TIB/organizer: 20% of applicable Per Diems entitlement on meals and incidental.

e. **Subsistence Allowance:** The traveler shall be entitled subsistence allowance at the rate of Taka xxxxx per day, if the traveler gets per diem of 4.5 days.

f. **Composition of Per Diem:** The per diem is composed of the following components:
   - Breakfast: 10%
   - Snacks: 5%
   - Lunch: 30%
   - Dinner: 35%
   - Incidental: 20%

g. **Complimentary Breakfast at Hotels/Dormitory/Guest House during Field Visit other than Training:** If there is arrangement of breakfast in Hotel or Guest House from where staff member avails lodging facilities, no per diem will be deducted whether breakfast is taken or not. This is applicable only in case of Field Visit.
5. Travel Allowance: Mode of Transport, Lodging and Per Diem

<table>
<thead>
<tr>
<th>Level</th>
<th>Position</th>
<th>Mode of Transport</th>
<th>Lodging (excluding VAT)</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dhaka Metropolitan</td>
<td>Hi – Cost Area</td>
</tr>
<tr>
<td>I</td>
<td>Office Assistant– I</td>
<td>Normal class accommodation in train/steamer or normal coach</td>
<td>Actual but not more than Tk. xxxx</td>
<td>Actual but not more than Tk. xxxx</td>
</tr>
<tr>
<td>II</td>
<td>Office Assistant– II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Driver cum Messenger– I</td>
<td></td>
<td>Actual but not more than Tk. xxxx</td>
<td>Actual but not more than Tk. xxxx</td>
</tr>
<tr>
<td>IV</td>
<td>Driver cum Messenger– II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Assistant Manager</td>
<td></td>
<td>Actual but not more than Tk. xxxx</td>
<td>Actual but not more than Tk. xxxx</td>
</tr>
<tr>
<td>VI</td>
<td>Deputy Manager</td>
<td>First class accommodation in train/steamer or A/C coach</td>
<td>Actual but not more than Tk. xxxx</td>
<td>Actual but not more than Tk. xxxx</td>
</tr>
<tr>
<td>VII</td>
<td>Manager</td>
<td></td>
<td>Actual but not more than Tk. xxxx</td>
<td>Actual but not more than Tk. xxxx</td>
</tr>
<tr>
<td>VIII</td>
<td>Senior Manager</td>
<td>Executive class accommodation in train/steamer or AC coach/ plane where air route is available.</td>
<td>Actual but not more than Tk. xxxx</td>
<td>Actual but not more than Tk. xxxx</td>
</tr>
<tr>
<td>IX</td>
<td>General Manager/ Coordinator/ Specialist</td>
<td>Executive class accommodation in train/steamer or AC coach/ plane where air route is available.</td>
<td>Actual but not more than Tk. xxxx</td>
<td>Actual but not more than Tk. xxxx</td>
</tr>
<tr>
<td>X</td>
<td>Director</td>
<td>Hired vehicle/plane where air route is available</td>
<td>Actual but not more than Tk. xxxx</td>
<td>Actual but not more than Tk. xxxx</td>
</tr>
<tr>
<td>XI</td>
<td>Deputy Executive Director/Executive Director</td>
<td>Hired vehicle/ plane where air route is available</td>
<td>Actual but not more than Tk. xxxx</td>
<td>Actual but not more than Tk. xxxx</td>
</tr>
</tbody>
</table>

a. **Hi - Cost Area:**
   Dhaka, Cox’s Bazar, Rangamati, Khagrachhari, Bandarban, Chittagong, Sylhet, Bogra, Rangpur, Khulna, Rajshahi, Barisal.

b. **All Other Areas:**
   All over Bangladesh other than Dhaka city and Hi -Cost Areas as indicated above.
6. Meal Allowance

Subject to the approval of the Manager Administration, a Driver cum Messenger or an Office Assistant who is assigned duty outside the office and is required to stay away from office during the period from 12.00 pm to 3.00 pm will be entitled to reimbursement of lunch bill up to BDT xxx. The allowance will not be available along with overtime or per diem.

7. Other Reimbursable Expenses

In addition to reimbursement of travel expenses at actual and per diem payment, the following expenses are also reimbursable when itemized and incurred during an authorized project related trip and satisfactory documentation is available with TER:

a. Local conveyance for going to the bus terminal, railway station or steamer
b. Work related telephone, email or fax bill
c. Charges for photocopying materials relating to the trip.

8. Travel Expense Report

a. Travel Expenses have to be submitted in Travel Expense Report (TER) on completion of an authorized project related trip.
b. Travel Expenses Report for all travels shall be submitted to the respective supervisor within 5 (five) working days after return to the office on completion of travel. The Supervisor shall forward it to the Finance & Administration Division immediately. Finance Department shall check the accuracy and get the approval for the settlement.
c. All documents relevant to travel expenses shall be attached with TER. All expenses regardless of amount shall be itemized. Receipts, paid bills or similar evidence for each item, shall be attached to the TER to support the claim.
d. Accounts department shall adjust the advance, if any, after approval of TER.
e. If a traveler who was paid an advance fails to submit TER within the time specified above, the advance paid to him or her may be deducted from his or her salary.

Sub Section ii: International Travel

1. General Rules

   All international travel shall be approved by Executive Director and should meet the requirements of funding agency. International travel shall be by the most direct route and by the economy class. Following general rules shall be maintained for international travel:

   a. Costs for travel to other countries to attend professional meetings or for official TIB business, shall be reimbursed on the actual basis.

   b. If the actual cost is up to USDxxxx, invoice/bill is not mandatory but claim should be supported through white paper with brief purpose/descriptions.

   c. Out-of-pocket expenses of USDxxxx or equivalent other currency per day shall be paid to cover expenses during foreign travel.

   d. Eight hours or more shall be considered as one day for calculating out-of-pocket expenses.

   e. When travel is by an indirect route for the employees’ personal convenience, allowance costs of such travel shall be compensated on the basis of the cost of economy class air fair via the direct route usually traveled.

   f. The traveler will be entitled to enjoy one-day leave if travel time is 8 hours or more. Eight hours would be calculated check out time from the hotel to reach residence in Bangladesh including waiting and transit time during travel. The leave will be applicable when the following day is a working day after his/her return from abroad. This leave will not be carried forward.

2. Foreign Travel Allowance

   Staff traveling at the sponsorship of other organizations shall not be entitled to any allowance if they cover through his/her cost. Staff traveling at the initiative of TIB shall be entitled to have following allowances:

   a. International Travel fare

   b. International Travel tax

   c. Embarkation Tax

   d. Airport Tax

   e. Visa Fees

   f. TIB sponsored international traveler shall get a fixed allowance for meeting relevant expenses while staying abroad.

   g. Overseas insurance

3. Linking personal tour with domestic official tour

   Linking personal tour with official tour is not encouraged. If any staff need to link personal tour with official tour, s/he will need to take prior approval from line manager. In such case, s/he shall not be entitled to personal tour cost.
But if personal tour in the Upazila/Pourashava/City Corporation/Metropolitan City where official tour is approved is linked before/after official tour, s/he will be entitled only transport cost from working area to official tour/official tour area to working area upon submission of bus/train/launch/steamer/other transport ticket.

4. Use of Local Transport
TIB encourages to use local transport to the extent possible as there is scarcity of Transport Pool vehicles. All employees of TIB shall be paid actual transportation costs for official trips; Mode of transport for travelling during field trip has been stated in the HR manual for all grades.

5. Conveyance Allowance in case of full-time/pickup & drop off vehicle facility
Conveyance allowance will not be applicable for the staff who will avail regular full time vehicle use or pickup & drop off facility from TIB. However conveyance allowance will be paid if assigned vehicle is not used by the staff for a full month.
Section IX: Conflict resolution and Amendment

1. Conflict Resolution
Any confusion as regards the facilities provided under this manual should be referred to the Executive Management Team (EMT). In exceptional cases, it may be referred to the Board through EMT. The decision taken by EMT or Board will form a part of this manual.

2. Manual Amendment
The EMT is authorized to interpret and clarify any provisions of this policy and develop/design/amend process, procedures, forms and formats required for smooth implementation of policy.

Any gross amendment of this manual shall be made by the Board. If any change is needed in these areas, DFA will propose to modify existing policies through EMT and upon approval of the Board of Trustees, they will be amended. DFA will communicate the changes to the employees as and when they occur.
# Annexure 1: Fuel Consumption Record

<table>
<thead>
<tr>
<th>SI #</th>
<th>Date</th>
<th>Meatier Reading</th>
<th>Fuel Consumption</th>
<th>Fuel Cons. in Tk.</th>
<th>Driver's Signature</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Octane/Diesel</td>
<td>Tk.</td>
<td>KPL</td>
<td>Cost per KM in Tk.</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**For the Month of:**

**Vehicle Registration #**

**Total**

**Last Meter Reading of the Month**

**Assign Driver (Name):**

**First Meter Reading of the Month**

**Signature:**

**Total Kilometer Run**

**Date:**

**Achieved Monthly KPL in Tk.**

**KPL**
## Transparency International Bangladesh (TIB) Accident Report

### Date:

<table>
<thead>
<tr>
<th>Driver’s Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insured Driver’s Name:</td>
<td></td>
</tr>
<tr>
<td>Driver’s license number:</td>
<td></td>
</tr>
<tr>
<td>Address (of Driver):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insured Vehicle</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle’s registration number:</td>
<td></td>
</tr>
<tr>
<td>Made (manufacturing country):</td>
<td></td>
</tr>
<tr>
<td>Model number:</td>
<td></td>
</tr>
<tr>
<td>Year:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accident</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>Place (Road, City, District):</td>
<td></td>
</tr>
<tr>
<td>Weather condition:</td>
<td></td>
</tr>
<tr>
<td>Road condition:</td>
<td></td>
</tr>
<tr>
<td>Police Officer’s name/badge</td>
<td></td>
</tr>
<tr>
<td>Number: (If applicable)</td>
<td></td>
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<tr>
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</tbody>
</table>

**How accident occurred:**
*(information as available)*

Damage condition of others:

Other Driver’s name:

Address:

Driver’s license number (with expiry date):

**Details of other vehicle: (Subject to availability)**

Name of other vehicle’s owner:

Address:

Vehicle’s license number:

Made and model:

Year:

Name of other insurance company:

Policy number:

**Damage condition of other vehicle/property**

Prepared by

Reviewed by:
Annexure 3: Vehicle Requisition Form

Transparency International Bangladesh (TIB)
Vehicle Requisition Form (VRF)

<table>
<thead>
<tr>
<th>Name of User (s):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Pls. mention name of all passengers)</em></td>
<td></td>
</tr>
<tr>
<td>Total seat capacity needed (Excluding Driver)</td>
<td>Total No. of Passenger:</td>
</tr>
<tr>
<td>Area of Visit:</td>
<td></td>
</tr>
<tr>
<td>Within Dhaka</td>
<td>Outside Dhaka</td>
</tr>
<tr>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>Purpose of Journey:</td>
<td>Official</td>
</tr>
<tr>
<td>Date &amp; Time of Starting:</td>
<td>Date:</td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>Cost Center:</td>
<td>Dhaka</td>
</tr>
<tr>
<td>(Program/Event)</td>
<td></td>
</tr>
</tbody>
</table>

Please describe travel plan and justification for vehicle requisition:
Requested By
Signature:
Name:
Designation:

Recommended by:

(Divisional Head)

Clearance from F & A Division
Senior Manager F&A
ED/DED:

(Local Trip)
(Field Trip)

ED/DED:

Vehicle Rent

ED/DED:

Comparative estimate of the comprehensive cost is attached

a) Allocation of vehicle by Administration:

Assigned Vehicle No:

Assigned Driver’s Name:

Special instruction (if required)

Manager/Asst. Manager (Admin)

Signature

Date:

b) Calculation of transport bills by Finance (For Personal Trip):

<table>
<thead>
<tr>
<th>Mileage</th>
<th>Starting:</th>
<th>Ending:</th>
<th>Total Kms.: .....@Tk......... =Tk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timing</td>
<td>Starting:</td>
<td>Ending:</td>
<td>Total Time.: .....@Tk......... =Tk.</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Checked by: ..................

Approved by: ..................

Vehicle requisition and usage must comply with the guidelines and relevant policies
## Annexure 4: Vehicle Repair Request

### Transparency International Bangladesh (TIB) Vehicle Repair Request

**Project:** ……………..  

<table>
<thead>
<tr>
<th>Date:</th>
<th>Vehicle No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Type:</td>
<td>Present Meter No.:</td>
</tr>
<tr>
<td>Vehicle Model:</td>
<td>Last Meter No.:</td>
</tr>
</tbody>
</table>

**Milage Run**

<table>
<thead>
<tr>
<th>SL#</th>
<th>Description of Work</th>
<th>Quantity</th>
<th>Approximate Cost (Tk.)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Submitted By:**  
Name:  
Designation:  
Date:  

**Checked By:**  
Name:  
Designation:  
Date:  

**For up to Tk. xxxx**  
Approved By DFA  

**For above Tk. xxxx**  
Reviewed By:  
Approved By
## Transparency International Bangladesh (TIB)
### Journey Record Sheet

**Project:**............

<table>
<thead>
<tr>
<th>Vehicle Registration No.</th>
<th>For the Month of:</th>
<th>Date</th>
<th>Passenger (S) Name</th>
<th>Start From Time Meter Reading</th>
<th>purpose</th>
<th>End To Time Meter Reading</th>
<th>Total Time Taken (Hrs)</th>
<th>Total KMS Run</th>
<th>User</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Assign Driver (Name):**

**Vehicle Supervisor (Name):**

Signature

Date

Driver's Checklist:

1. Registration, Tax, Fitness & Insurance Certificate
2. Fuel
3. Engine oil
4. Radiator Water including Reservoir
5. Lights, Horns & battery
6. Tyre including pressure
7. Engine noise
8. Air Conditioner
9. Windshield, Wiper Blades & Wipe water
10. Rear View mirrors
11. Brake & brake fluid
12. Power Steering fluid
13. Clutch & Clutch fluid
14. Self-starter

**Accessories:**
1. Spare wheel condition
2. Wheel Wrench
3. Jack & Handle
4. Screw Driver
5. Wrench
6. First Aid Box
7. Fire Extinguisher
8. Umbrella
**Annexure 6: Vehicle Maintenance Record**

**Transparency International Bangladesh (TIB)**

**Vehicle Maintenance Record**

**Project:** .................

<table>
<thead>
<tr>
<th>Sl #</th>
<th>Date</th>
<th>Meter No.</th>
<th>Description of Work</th>
<th>Spare parts Replace/Repair</th>
<th>Name of Workshop &amp; Work order no</th>
<th>Cost of Work (Tk)</th>
<th>Signature of Driver</th>
<th>Signature of Vehicle Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Total**

Signature and commend of Senior Manager Finance and Administration:
Annexure 7: Memorandum of Understanding

Memorandum of Understanding (MoU) for use of Motorcycle

This agreement is made on ............................(date)

Between

Transparency International Bangladesh, (Address)..................................................................................................................................................
.............................................................................................................................................................................................................., hereinafter referred to as the “owner” of the motorcycle

And

Mrs.Ms...................................................................................................................., (Designation)..............................................................................................................,
(Office Address)....................................................................................................................., hereinafter referred to as the user of
the motorcycle.

TIB (owner) handed over one Motorcycle, Brand: ..........................................., CC:.............., Registration No.
.............................., Chassis No............................................................... Engine No:............................. to
Mr./Ms........................................................................................., the user, with the condition that the user will
abide by the following terms & conditions regarding usage of Motorcycle:

01. An official Motorcycle shall be handed over to a full-time employee (hereafter referred as authorized
user) subject to signing of a Memorandum of Understanding (MoU) by the authorized user and the
concerned Manager in charge of vehicle management (hereafter referred as TIB authority). The
authorized user will have all the rights and responsibilities in connection of the assigned motorcycle
as described hereunder. The user right of the assigned motorcycle is not transferable. In
extraordinary circumstances the authorized user can allow it to be used by a third person, in which
case the responsibilities and liabilities described below will remain with the authorized user.

02. Expenses for motor cycle registration renew, tax token & insurance cost will be borne by TIB.

03. An MoU can be signed by a staff member of TIB only if s/he possesses a valid driving license in
her/his name.

04. The authorized user must carry with her/him all valid documents while driving motorcycle including
the valid Driving License, Registration, Insurance, Tax Token and TIB staff ID. Any fine/penalty or any
other legal or other action imposed by the law enforcing agency or any other authority for failing to
carry such documents while driving will be the liability of the authorized user, and must be settled by
her/him. In all such cases the authorized user shall inform the TIB authority within 7 days together
with a detailed report attached with photocopy of the settlement.

05. The authorized user shall also be responsible for any police case/BRTA penalty due to
careless/unlawful driving or for any other violation of the relevant Government rules and regulations
while driving the motorcycle. These include relevant rules on use of helmet, speed limit, number of
authorized passenger, etc.
06. In case of any legal or other procedure arising from failures or violations mentioned in paragraphs 4 and 5, the authorized user shall not use TIB identity to get any undue advantage. In all such processes s/he will refrain from acting in any manner that may involve reputational risk for TIB.

07. The Motorcycle shall be kept in the safe custody by the authorized user. If any user resides beyond city corporation or pourashava area of the respective CCC, s/he would not be allowed to take the motorcycle to her/his residence. In that case, the motorcycle should be kept in the office premise or in a safe and secured vehicle garage (preferably in the nearest garage to CCC office).

In case when the user resides within city corporation or pourashava area of the respective CCC and there is no scope to keep the motorcycle in CCC office premise or in a safe and secured vehicle garage, the motorcycle may be kept in the residence of the user. If rent is charged for vehicle garage by the house owner, it may be paid against money receipt. In that case, mileage used for travel from office-residence/residence-office would be treated as official use.

08. The authorized user may use the TIB motorcycle for personal reason under any of the following conditions: (a) s/he will be allowed 700 kilometers per month for personal use in lieu of 50% of her/his monthly Transport Allowance, or (b) Transport Allowance will be deducted from salary on the basis of actual usage for personal use @50 kilometer/litre of fuel consumption based on market price.

09. The authorized user shall ensure routine and periodic maintenance & servicing of motorcycle from a selected service centre (Preferably from Bajaj Centre) after every 1000 km. Cost of such maintenance and servicing, routine repair if needed, and change of engine oil after every 500-700 kms will be covered by TIB through due process. In case of major repair (more than Tk.1,000), prior approval should be taken from Finance & Administration Division.

10. Monthly expenditure for fuel and regular maintenance should be covered on actual basis from the budget item Fuel & Maintenance (motorcycle).

11. TIB has a hospitalization insurance policy for all its staff members. In case of accident, the cost of treatment will be reimbursed by insurance company for hospitalization of at least 24 hours.

12. In case of any lost/theft, damage and accident, a report must be filed in the local police station immediately. The copy of the report must be sent to TIB Dhaka Office as soon as possible (Preferably within 6-24 hours from the time of incident).

13. The authorized user of the motorcycle will be responsible for daily cleaning and morning check up of TIB motorcycle everyday. Check up includes engine warm up, air pressure of tyre, battery water level, horn, break, gear and other necessary check up.

14. The authorized user of motorcycle will fill up the Motorcycle Log Book carefully with specific details and maintaining highest standard of transparency, honesty and integrity immediately after each movement (both official & personal) as per prescribed format. Respective Senior Programme Manager/Programme Manager and Finance & Administration staff will periodically check/review the Log Book during the time of field visit.

15. The user of motorcycle shall use the motorcycle within his/her working area (City corporation/Pourashava/Upazila). In case of movement to other areas, even if for official purposes, prior permission would be required from respective Programme Manager/Senior Programme Manager.

16. In case of replacement of spare parts, valid written justification will be required from the authorized user and his/her supervisor. A review report from the service centre will also be required for replacement of spare parts.
17. Any replacement of spare parts, guarantee of genuineness and replacement, if applicable, should be ensured. For each replacement, former replacement date, if applicable, must be verified by user and supervisor. A service book should be maintained in this regard.

18. At the time of job separation from TIB service, conclusion of the project, change of posting, promotion or transfer; the authorized user should hand over motorcycle including all relevant documents to a designated official of TIB.

19. If the user has eye sight problem, s/he can be allowed to drive motorcycle subject to permission of ophthalmologist and provisions of the relevant law.

20. Staff member who have restrictive diseases relating to driving of motor vehicle (like motion sickness, hysteria, color blindness, serious eye disease, hearing problem, etc), should not drive motorcycle without taking permission from TIB authority who will act on the basis of recommendations of the relevant physicians.

21. TIB management reserves the right to add, change or modify any provision of this agreement as and when needed. Provisions under such changes will be equally applicable by all parties.

For the purpose of this Memorandum of Understanding (MOU) the parties shall be represented as follows:

For CCC Office  For TIB Dhaka Office

............................................(Name and Designation)  ............................................(Name and Designation)

............................................(Office Address)  .........................................................(Office Address)

Witness

1. ..........................................................Senior Program Manager-CE

2. ..........................................................Senior Manager-F&A
Transparency International Bangladesh (TIB)
FIELD VISIT APPROVAL
Project: .........................

Name: ....................................................
Designation: ............................................

EIN: ......................................................
Division: ................................................

Visiting area(s): ........................................

1. Purpose/expected output of the visit (in brief):

2. Itinerary: Start (date & time): Return (date & time):

3. Total no. of days:

4. Advance (if requested):

   Meal BDT ..........
   Lodging BDT ........
   Transport BDT ........
   Others
   Total BDT ........

Annexure 8A: Field Visit Approval (single visit)
Amount in word:

___________________________________________________________

5. Any other details:

________________________________________________________________________

Submitted by       Supervisor’s Signature       Approved by

Name & Designation: Name & Designation:         DFA

Received Amount BDT _____________ (       )

Date & Sign of recipient:

________________________________________________________________________

Note:  01. Payments/Adjustments of advances will be subject to submission of detailed report within 5 working days of each visit. DFA’s approval is mandatory for field visit if advance is requested.

02. This form is applicable for the staff members of TIB Dhaka Office.
## Transparency International Bangladesh (TIB)

**FIELD VISIT APPROVAL**
(for more than one visit)

<table>
<thead>
<tr>
<th>Visit</th>
<th>Purpose(s)</th>
<th>Travel Itinerary</th>
<th>Advance (if required)</th>
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</thead>
<tbody>
<tr>
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<td>Departure</td>
<td>Return</td>
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</tbody>
</table>

**Name:**

**Designation:**

**Division:**

**Visiting area(s):**

---

A blank form is shown for details of trip purpose, travel itinerary, and advance requirements. The form includes sections for meal, lodging, transport, and other expenses, with columns for the amount required and signature.
## TRANSPORT & TRAVEL MANUAL

### CHAPTER IV OF O&M MANUAL AND CLAUSES FROM HR MANUAL

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<td><strong>Transport</strong></td>
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**Total Amount:**

**Amount in word:**

---

**Submitted by:**

Supervisor’s recommendation:  

Approved by:

**Name:**  

**Designation:**  

**Date:**
Transparency International Bangladesh (TIB)
Travel Expense Report (for Dhaka based staff)
Project: ..........................................

<table>
<thead>
<tr>
<th>Day</th>
<th>Subsistence</th>
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</thead>
<tbody>
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</table>

**REIMBURSIBLE COSTS**

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<tr>
<th>Cost Element</th>
<th>Place</th>
<th>Attachment#</th>
<th>Nights</th>
<th>Amount</th>
<th>Comment, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel- H/cost area</td>
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<td>Hotel- L/cost area</td>
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<td>Hotel- Open</td>
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<td>Food- Open</td>
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<th>Subtotal</th>
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**Clear Data**

**Purpose of Travel**

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<tr>
<td>Designation:</td>
<td>dm</td>
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<tr>
<td>Division/Unit:</td>
<td>fa</td>
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<tr>
<td>Location:</td>
<td>dh</td>
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</table>

**Travel date, Time and Place**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>from</th>
<th>Date</th>
<th>Time</th>
<th>To</th>
<th>Stay Time</th>
<th>Per Diem</th>
<th>B/f</th>
<th>Snack</th>
<th>M/meal</th>
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**Subtotal**

Adjustments:

Submitted by:

EIN
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<th>Report:</th>
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<tbody>
<tr>
<td>Supervisor's Signature</td>
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<td>EIN</td>
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</table>

*(Put a minus sign (-) for a deduction)*

| Total |  |  
| Net  |  |  

Checked by | EIN

Approved by | EIN
Transparency International Bangladesh (TIB)
Travel & Other Allowances Bill (for field based staff)

Project: .........................

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<tr>
<th>Name of the staff:</th>
<th>Date:</th>
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<tr>
<th>Designation</th>
<th>Division:</th>
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<tr>
<th>EIN:</th>
<th>Cost Centre:</th>
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Reason for travel:

Information of Meals provided by Office/lodging authority: Breakfast............., Lunch........, Dinner..........

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Particulars</th>
<th>Mode of Transport</th>
<th>Transport cost</th>
<th>Per diem (Meals &amp; Incidental)</th>
<th>Lodging</th>
<th>Subsistence (for 5 or more days)</th>
<th>Reason for Misc. cost</th>
<th>Misc. Amount</th>
<th>Total Amount (BDT)</th>
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<th>Less: Advance (if any)</th>
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<tr>
<td>Balance due/(Refundable)</td>
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</table>

Amount in word: 

Submitted by: 
(with designation & date)

Approved by (Supervisor/Line Manager) 
(with designation & date)

Received/(Refunded) by:

Paid by-Finance: 
(with designation & date)

Note: Please use separate bill for daily local conveyance and attach original supporting for bus/train/launch/steamer ticket, hotel stay, miscellaneous cost etc. with TER.
Transparency International Bangladesh (TIB)
LOCAL CONVEYANCE BILL
Project: .............................

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Purpose</th>
<th>Mode of Transport</th>
<th>Amount (BDT)</th>
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Amount in word:

Total

Submitted by:
(With designation & date)

Approved by (Supervisor/Line Manager):
(With designation & date)

Received by:

Paid by – Finance:
(With designation & date)
END