



15 December 2016

Mesdames/Messieurs,

Subject: Updated Schedule of Rates of Allowance for Government Officials and Civil Society Beneficiaries when participating in Development Partner Funded Activities, Programs and Events within Uganda

1. The Local Development Partners' Group (LDPG or Development Partner(s)) is committed to implementing a coordinated policy on allowances that encourages government officials and civil society beneficiaries to participate in Development Partner activities, programs and events because their institutions have a real interest in the event and to avoid competition for participants among Development Partners. The policy seeks to ensure that public resources do not establish incentives for individuals to act for personal gain, but rather carry out their role in the public interest. A Joint Working Group of the LDPG has therefore updated the schedule of Standard Rates of Allowances, which is intended to guide reimbursement of costs, e.g., transportation, lodging and meals, of participation in Development Partner funded activities, programs and events.
2. The updated schedule of Standard Rates of Allowances has been endorsed by the LDPG and is replacing the current schedule of Rates of Allowances (dated October 23, 2013). In updating the schedule of Standard Rates of Allowances, the following principles have been adopted:
 - a) Rates of allowances are based on increases in the average cost of living¹ recorded since October 2013 when the last schedule was endorsed;
 - b) Future revisions to the schedule will be based the mutual agreement of development partners and will be presented in updates to this policy;

 The Permanent Secretary/ Secretary to the Treasury
Ministry of Finance, Planning and Economic Development
Kampala

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¹ As measured by the Consumer Price Index.

- c) The rates provided in the schedule indicate the maximum rates of allowances that can be paid directly (as opposed to in-kind) to government officials and civil society beneficiaries;
- d) Sitting, participation and facilitation allowances will not be paid under any circumstances;
- e) Reimbursement of transport is based on mileage from the workplace to the place of the event, with the understanding that the number of cars for which mileage is reimbursed must be minimized, e.g., if 4 persons are traveling, mileage for only one car will be reimbursed;
- f) Application of the schedule to in-town participants: No support for transport costs for participants for activities, programs and events occurring within the town in which they are based, however, in-kind support, i.e., meals, may be provided;
- g) “In-kind” support means that accommodation and meals provided to officials and beneficiaries and are paid for directly by the Development Partner (or organizations implementing activities/programs on the Development Partner’s behalf) in lieu of making a payment directly to participants;
- h) Rates are standardized for all with the expectation that all participants incur the same costs when in travel status, irrespective of grade;
- i) In exceptional cases, such as travel to/lodging on islands and lodging within national parks, actual costs may be used when they exceed allowance rates, provided, however, payments are in-kind and paid for directly by the development partner;
- j) The so-called Safari Day Allowance (allowance for travel over 6 hours) is harmonized for all categories and should not be paid when lunch is offered to participants.

3. The Schedule of Standard Rates will be applied within the following framework:

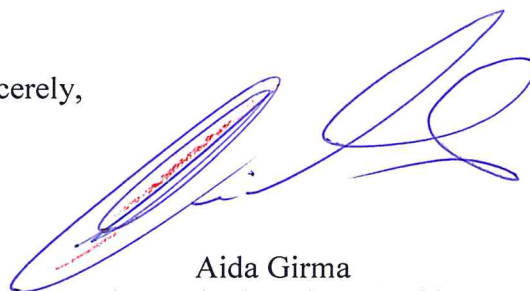
- a) Allowances should be paid only when it is absolutely unavoidable;
- b) In general, when representatives from the Government or other organizations participate in activities, programs and events, it should be assumed that the sending organization has an interest in being represented. Therefore, as a rule, the sending organization should be expected to cover all costs related to participation, including per diems and travel reimbursements (i.e., defined herein as allowances);
- c) The foregoing notwithstanding, in special circumstances, it may not necessarily be in the interest of an organization to participate in a Development Partner funded event, while participation by representatives from the Government or other organizations is essential for the success of the event. In such cases, allowances may be paid as per the attached schedule.
- d) Invitations to events should clearly indicate in advance which costs would be covered; allowances paid etc. This will prevent misunderstandings during and after events. In addition, this approach would facilitate the attendance of participants interested in the topic of the event;

- e) The preferred approach should be to provide meals and accommodation in-kind only. When allowances are provided in-kind, the allowances set forth in Annex 1 for meals and accommodation shall not apply (except Development Partners may choose to pay the 20% night allowance as set forth in footnote 4 of Annex 1) and Development Partners may use their own rates. Such in-kind provisions should be clearly communicated in letters of invitation.
 - f) When scheduling/ending meetings, take into account the necessary travel time for participants. In exceptional cases, such as inter-district travel in excess of 2 hours, the donor may fund an overnight stay to avoid travel after dark by the participant, provided, however, that such exceptional cases shall not include travel after dark within or between Kampala/Entebbe or within other District Headquarter Towns.
4. The updated Schedule of the Standard Rates of Allowances applicable to government officials and civil society beneficiaries to participate in Development Partner activities, programs and events in Uganda was agreed at the meeting of the LDPG on October 11, 2016.
5. All members of the LDPG, including bilateral and multilateral development agencies as well as UN organizations, are committed to implementing this policy. We hope that it serves a valuable role in ensuring active participation by government officials and civil society beneficiaries in events that have real interest and add value to the institutions they serve.



Jennie Barugh
DfID Head of Office
Chair of the LDPG

Yours sincerely,



Aida Girma
Acting United Nations Resident
Coordinator & UNICEF Representative

The Permanent Secretary
Ministry of Local Government
Kampala

The Permanent Secretary
Ministry of Public Service
Kampala

Annex 1: Updated Allowance Schedule for Government Officials and Civil Society Beneficiaries Participating in Activities, Programs and Events funded by Development Partners and NGOs² within Uganda

Effective as of December 15, 2016

Overnight Allowance³ for Travel to Kampala or District Headquarter Town	Accommodation (maximum contribution, UGX)	Meals and Incidentals (maximum contribution, UGX)
Overnight allowance for: • District headquarter town-based official or civil society beneficiary going to Kampala for workshops/meetings ^{4/5} • National Official or Kampala- based Civil Society Beneficiary going to districts headquarter towns on official business ^{2/3} • District headquarter town-based Official or civil society beneficiary going to other districts headquarter towns for workshops/ regional meetings ^{2/3}	115,000	46,000
Travel to Sub-county and Lower local Government levels	Accommodation (maximum contribution, UGX)	Meals and Incidentals (maximum contribution, UGX)
Overnight Allowance for National or District headquarter town-based official or Kampala or District headquarter town-based Civil Society beneficiary going to sub-county or lower on official business ⁶	58,000	23,000
Safari Day Allowance⁷	Accommodation (maximum contribution, UGX)	Meals and Incidentals (maximum contribution, UGX)
Officials or Beneficiaries participating in activities, programs and events involving trips of 6 hours or more and not including lunch	N/A	20,000

² This only applies to NGOs implementing activities with development partner funding.

³ Overnight allowance is paid when an officer or beneficiary stays away for a night or more from his/her duty station on official duty to cater for meals, accommodation and other incidentals. When scheduling/ending meetings, take into account the necessary travel times for participants. In exceptional cases, such as inter-district travel in excess of 2 hours, the donor may fund an overnight stay to avoid travel after dark, provided, however, that such exceptional cases shall not include travel after dark within or between Kampala/Entebbe or within other head towns.

⁴ In case full board and accommodation are provided, 20% overnight allowance will be provided.

⁵ For workshops/meetings where lunch is provided, the Meals and Incidentals portion of the overnight allowance will be reduced by the actual cost of the meal.

⁶ Overnight allowance at sub-county and lower local governments will be provided to district-based officers and beneficiaries only on exceptional basis.

⁷ Safari allowance is paid when officials or beneficiaries travel within Uganda for a period of six hours or more in any one day and return to the duty station the same day. It is paid to cater for incidentals and lunch. It is therefore not paid concurrently with lunch allowance. Safari Day Allowance cannot be used as a sitting allowance.

Annex 2: Support for Transport Costs

Financial support for transport costs is in principle based on reimbursement of actual costs, e.g., using boda-boda, buses and taxis. Where travel takes place in an individually, government or civil society-owned vehicle, guidelines for reimbursement *per vehicle* are provided below.

Fuel Reimbursement Guidelines

Fuel Cost (UGX)	=	Distance X Cost / Consumption
Distance	=	Total Kms for trip (to activity and back to duty station)
Cost	=	Cost per litre (based on Shell market price for either petrol or diesel (whichever was actually used) at time of travel)
Consumption	=	Kms per litre (see rate below).

Fuel Consumption Rate

Passenger vehicle up to 7 seats	7 Kms per litre
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Distances between Major Towns

As given in Annex 3

Annex 3: Distances between major towns

Entebbe	318	Chobe	356	370	Fort Portal	380	098	432	Gulu	487	203	483	107	Kitgum	493	205	481	105	145	Sudan Boarder near Nimule	237	172	198	234	341	399	Hoima	114	364	402	426	469	531	283	Jinja	464	668	298	739	837	835	496	519	Kabale	556	760	390	822	929	927	588	602	092	DRC Border-Bunagana	034	284	322	346	452	459	203	080	430	522	Kampala	300	018	352	080	185	187	154	346	650	742	266	Karuma Falls	745	348	682	250	162	307	484	631	980	1072	596	330	Kidepo	538	256	590	249	356	256	392	584	888	980	504	238	499	Arua	554	272	606	265	372	281	408	600	904	996	520	254	515	016	DRC near Vura	171	421	378	483	590	588	340	217	293	385	137	403	733	625	641	Masaka	251	116	254	178	285	283	056	297	552	644	217	098	428	320	336	354	Masindi	284	329	572	364	344	469	453	170	680	772	250	311	461	533	549	387	395	Mbale	317	567	232	588	695	693	430	363	147	239	283	549	879	771	787	146	486	533	Mbarara	408	612	242	674	781	779	440	454	096	188	374	594	924	816	832	237	496	624	091	Tanzania Border	508	390	796	321	281	428	512	394	904	966	474	372	255	594	610	611	456	224	757	848	Moroto	343	121	346	114	221	219	148	389	644	746	309	103	364	216	232	446	092	414	578	588	475	Paraa	381	232	552	267	247	372	354	267	777	869	347	214	393	436	452	284	298	097	630	721	158	317	Soroti	239	374	527	409	389	514	408	125	534	727	205	356	506	578	594	342	422	045	488	579	269	459	142	Tororo	257	392	454	427	207	532	426	143	653	745	223	374	524	596	612	360	440	663	506	597	287	477	160	018	Malaba
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