**PER DIEM FOR TRIP TO BAUCAU OR DILI**

- Must be **overnight stay** and not a same day travel
- Per diem is allowable if it is impractical and undesirable to return home at the end of the work day and if it is 4 hours away from official work site
- Overnight stay must be justified
- Per diem monies are **not allowed** to be paid from the project ANZ bank account
- Must be processed by UH office to get reimbursement

**PROCEDURES:**

1) **3-4 weeks prior to trip, send or fax Travel Request Form** to UH office. This advises us on future trips and to protect traveler if anything happens.
   a) Fill out tentative departure date & time, return date & time, itinerary, purpose/justification for travel and sign form under “traveler”.
   b) Per diem estimated costs will be filled out by UH office
      - If you are traveling to Baucau from Dili or to Dili from Baucau, the per diem rate is $183 per day. This amount covers lodging ($117) and subsistence or meals & incidentals ($66). However, you will not get the entire $183 because it depends on the departure and arrival times.
      - For example, if an RCUH employee departed Dili at 8:00 am to Baucau, the per diem rate for that day would be 0.75 X $183 or $137.25. It all depends on the time slots. See below:

<table>
<thead>
<tr>
<th>TIME OF DEPARTURE/RETURN</th>
<th>ALLOWED ON DAY OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DEPARTURE</td>
</tr>
<tr>
<td>12:01 am – 6:00 am</td>
<td>1 day</td>
</tr>
<tr>
<td>6:01 am – 12:00pm</td>
<td>¾ day</td>
</tr>
<tr>
<td>12:01 pm – 6:00 pm</td>
<td>½ day</td>
</tr>
<tr>
<td>6:01 pm – 12:00 am midnight</td>
<td>¼ day</td>
</tr>
</tbody>
</table>

- Another example, if an RCUH employee departed Baucau on Jan. 4th at 9:00am to Dili and returned to Baucau on Jan. 5th at 1:00 pm, the calculations are as follows:
  - Jan. 4th depart 9:00 am – per diem is 0.75 (using departure allowed day)
  - Jan. 5th return 1:00 pm – per diem is 0.75 (using the return allowed day)
  - The total per diem for Jan. 4th –Jan. 5th is 1.50 day (0.75 + 0.75). Hence, the calculation is 1.50 day X $183 daily rate or $274.50.

2) **After completion of trip, complete Travel Completion Report form** and submit **all receipts** that occurred on that trip to the UH office following the same guidelines for procedures on receipts.
a) Fill out the actual depart date, return date, itinerary, actual travel expenditures section (actual date and time of departure, actual date and time of return), and sign under “traveler”. By signing, this saves time. If there is a missing signature, we would need to resend the docs to you and this could take a while as we know how long it takes for delivery.

b) Attach a trip report that states what was accomplished on that trip.