

## NURI Allowances

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Document Title: **NURI Allowances**

Staff that is contracted by the different implementing partners will be employed in accordance with these organisations' salary scales and employment conditions.

In connection with its review of the annual work plans the CF will also review the salary levels and the cost implications of other employment benefits to ensure they are in line with DANIDA policies.

The implementing partners must ensure that Uganda laws are followed with regard to labour, tax law and other relevant laws and regulations.

No other allowances than what is mentioned in this document may be paid under the NURI Programme. NURI should where possible make the allowances available for the recipient via bank or mobile money transfers. Where cash payment cannot be avoided, NURI may have to round the total amount payable to a recipient up to nearest 1,000 UGX.

The HR policy manual is available as document 05.01.05.02.

### **Duty Travel**

When staff from CF or other implementing units is on travel away from the duty station overnight, a Daily Subsistence Allowance (DSA) to cover meals, accommodation and incidental expenses shall be paid. These rules also apply to consultants and other external persons travelling in relation to NURI activities.

Travellers not on the participants list for an event are not entitled to DSA under the NURI programme, except for drivers. Notwithstanding the Government of Uganda DSA rates, the accompanying drivers receive the normal NURI DSA rates when transporting participants for the NURI activities.

When an implementing unit has implemented rules for allowances that differ from the below general rules, the implementing unit must ensure that such local rules are received and understood by the relevant staff. The implementing unit must seek CF's written no-objection for differing rules for allowance.

DSA is not paid for trips not involving overnight stays.

Travel allowances must not exceed the level agreed in the document "Allowances for Government Officials on activities funded by the UN, Development Partners and NGOs".

In connection with its review of the annual work plans, CF has responsibility to review the allowance systems of the implementing units to ensure their alignment with DANIDA policies.

Travelling within a district and staying overnight in a sub-county will only be relevant for districts with very remote sub-counties. Where this is the case special arrangements will be made and included in the annual work plans.

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The following breakdown of the maximum DSA rate of currently 175,000 UGX is relevant for staff travels between districts:

	UGX
Accommodation	125,000
Incidental Expenses	15,000
Lunch allowance where travel includes all the time between noon to 2 pm	15,000
Dinner allowance where travel includes all the time between 6 pm to 8 pm	20,000

### Other travel related allowances and compensations

#### *Own vehicle*

A fuel compensation can be paid when travelling in own vehicle. The compensation must not exceed the level agreed in the document "Allowances for Government Officials on activities funded by the UN, Development Partners and NGOs". The compensation is calculated as:

Distance in km divided by 7, multiplied by price per litre fuel (actual Shell market price for the relevant fuel at time of travel)

The above compensation assumes that a vehicle in addition to the driver potentially is transporting up to four travellers. If a number of actual participants in a NURI activity, without unreasonable inconvenience, could have benefitted from transporting by the said vehicle, the above compensation is fully paid only where there are four participants travelling in the vehicle and reduced proportionally if there are less than four.

The distance between the traveller's point of departure and the destination must be based on Google Maps ([www.google.com/maps](http://www.google.com/maps)). The point of departure must be the actual point of departure or the traveller's normal work place, whichever is closer to the destination.

#### *Public transport, taxi etc.*

The Programme reimburses bus fares, taxi bills etc. related to duty travel. Reimbursement requires submission of ticket, receipt or a written acknowledgement of receipt of payment against transport service.

#### *Transport to and from airports*

When travelling under the Fellowship Programme to or from Denmark or any other duty related international travel, the Programme will, based on prior agreement, arrange or reimburse transport between Kampala and Entebbe Airport. The cost cannot exceed the cost of a taxi on the route.

An allowance will be paid to cater for the transport in Denmark or other international destination from the airport to place of accommodation using cheapest public transport.

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*Entry visa fees, study in Denmark*

When travelling to Denmark under the Fellowship programme or other travels, the Programme will reimburse the fee for entry visa.

*Warm clothes allowance*

It is assumed that the normal DSA when travelling abroad sufficiently covers eventual need for acquisition of warm clothes.

**Other benefits and allowances***Uniform for drivers*

Once a year the Programme will reimburse expenditure, not exceeding an amount indicated in the annual budget, for each driver's acquisition of a set of black shoes, two black trousers and three white shirts.

*Withdrawal charges*

Expenses incurred if a DSA recipient decides to withdraw cash through bank or mobile money agents is assumed covered by the part of the DSA that is paid to compensate incidental expenses.

**Communication allowance**

The NURI programme may decide to compensate employees in RAUs and IPs for their use of own mobile phones. Each staff category is expected to carry out a certain amount of telephonic communication in relation to the allocated duties. The below table reflects the cost of telephone communication in this way expected of each employee category in the RAUs and IPs.

The contributions should be transferred to the individual employee's telephone account in a way that ensures that contribution for airtime can only be used for airtime and that contribution for internet can only be used for internet.

RAUs and IPs transfer the monthly contributions to the staff. Each RAU and IP must ensure that the accumulated contributions do not exceed the amount available for the particular budget line.

Maximum monthly contribution in UGX from Programme to the NURI programme for staff working in RAUs and IPs for

Airtime Accountant	80,000
Airtime Accountant AFARD	15,000
Airtime AEO	60,000
Airtime AES	80,000
Airtime Ass. Coordinator	80,000
Airtime Coordinator	80,000
Airtime Data Officer	80,000

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Airtime ED AFARD	50,000
Airtime Fin & Admin AFARD	40,000
Airtime FPO	50,000
Airtime Marketing Coordinator	80,000
Airtime Prog. Manager AFARD	40,000
Airtime VO	80,000
Airtime VS	80,000
Internet	50,000

This document replaces with effect from the above date a previous document with the index number:

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