



TRAVEL AND TRANSPORT POLICY

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OVERVIEW

1. Purpose & Scope

This manual establishes standardized, transparent, and accountable policies governing all travel and transport activities undertaken by members, staff, volunteers, and representatives of AHEFS. It aims to ensure operational efficiency, financial responsibility, staff safety, environmental consciousness, and strict compliance with donor requirements and Ghanaian regulations. The manual applies to all travel (local, domestic, international) and transport (vehicle use, rentals, public transport) funded partially or fully by AHEFS .

2. Core Principles

Accountability & Transparency: Rigorous documentation, receipt requirements, and clear approval chains for all expenditures.

Cost-Effectiveness: Prioritizing the most economical and efficient travel/transport options that meet operational needs.

Staff Safety & Well-being: Mandating adherence to safety protocols, risk assessments, and duty of care, especially in remote/rural areas.

Compliance: Alignment with donor agreements, Ghanaian laws (e.g., Labour Act, IRS), and anti-fraud/corruption policies.

Environmental Responsibility: Encouraging sustainable choices (e.g., vehicle sharing, virtual meetings) where feasible.

Equity & Fairness: Consistent application of rules and entitlements for all personnel.

3. Key Policy Areas

Travel Authorization: Mandatory pre-approval using the AHEFS Travel Authorization Form (TAF) for *all* trips, justifying necessity, budget, and objectives.

Transport Modes: Clear hierarchy prioritizing safety and cost:

Official Vehicles: Use for AHEFS business only; strict maintenance, logbook, and fueling protocols.

Rental Vehicles: Approved vendors; mandatory insurance and safety checks.

Public Transport: Guidelines for safe use (e.g., reputable buses, avoiding unsafe motorcycles). Private

Vehicle Use: Strict mileage reimbursement rules (based on GRA rates) and prior approval.

Accommodation: Defined maximum per diem rates based on location (Ghanaian cities/towns/rural); preference for safe, reasonably priced lodging. Receipts mandatory.

Daily Subsistence Allowance (DSA): Standardized per diem rates covering meals and incidentals, differentiated by destination (within Ghana) and travel duration. Reduced rates for provided meals. No per diem for home base.

Travel Advances: Procedures for requesting, utilizing, and settling advances within 7 days of trip completion.

Expense Reporting & Reimbursement: Detailed requirements for submitting claims (TAF, original receipts, boarding passes, logbook pages) within 14 days. Clear non-reimbursable items list.

International Travel: Additional requirements: visa/insurance proof, security briefings, higher approval level, adherence to forex regulations (Bank of Ghana).

Safety & Security: Mandatory pre-trip risk assessment (especially for field travel), adherence to security protocols, communication plans, and emergency procedures. Prohibition of night travel in high-risk areas.

Vehicle Management: Comprehensive rules for drivers (licenses, rest periods), vehicle maintenance schedules, accident reporting procedures, and insurance requirements.

Environmental Considerations: Encouragement to minimize travel (use virtual tools), combine trips, share vehicles, and choose eco-friendly options where possible.

Fraud Prevention: Strong controls including receipt verification, manager approval, spot checks, and clear consequences for policy violations.

4. Responsibilities

Traveler: Obtain approval, comply with policy, ensure safety, keep records, submit timely/accurate expense reports.

Project Manager/Supervisor: Authorize necessary travel, ensure budget availability, verify expense reports.

Finance Department: Process advances/reimbursements, verify compliance, maintain records, conduct audits.

Administration/Logistics: Manage fleet, arrange rentals/transport, ensure vehicle safety/maintenance.

AHEFS Secretariat: Maintain & disseminate the manual, provide training, monitor overall compliance, update policies.

5. Implementation & Compliance

Mandatory Training: All staff and frequent travellers must undergo training on this manual. Centralized Oversight: The AHEFS Secretariat will monitor policy adherence .

Audits: Regular internal and external audits will include travel/transport expenditure reviews.

Non-Compliance: Violations will result in reimbursement denial, disciplinary action (up to termination), recovery of funds, and potential reporting to authorities/donors.

Review Cycle: The manual will be formally reviewed and updated biennially, or as needed due to regulatory/donor changes.

6. Benefits of Adoption

Enhanced Financial Control & Reduced Costs: Minimizes wasteful spending and ensures optimal resource use.

Mitigated Risks: Protects staff safety and reduces legal/financial liabilities. **Strengthened Donor Confidence:** Demonstrates robust fiduciary management and accountability.

Improved Operational Efficiency: Streamlined processes and clear guidelines save time and reduce disputes.
Equity & Transparency: Fair and consistent application of rules builds trust within the AHEFS. Reputation
Protection: Upholds the integrity of AHEFS .

This Travel and Transport Manual provides the essential framework for AHEFS to conduct travel and transport activities responsibly, safely, and cost-effectively. Its rigorous adoption and consistent application are fundamental to maintaining the AHEFS's credibility, ensuring the well-being of its personnel, and maximizing the impact of health programs across Ghana. All member are required to integrate these policies into their internal operations and ensure strict compliance .

ACRONYMS

TTP	Travel & Transport Policy
GVM	Ghana Vehicle Management
STA	Staff Travel Authorization
FPA	Field Project Area
NTA	Non-Transport Alternative
GVRs	Ghana Vehicle Registration System
VLM	Vehicle Log Manual
MPR	Maintenance & Pre-Trip Report
FMC	Fuel Management Control
VID	Vehicle Issue Database
GTSA	Ghana Travel Security Advisory
ITR	Itinerary Tracking & Reporting
EVAC	Emergency Vehicle & Communication
ASD	Approved Supplier Database
PTE	Per Travel Expense
DRF	Daily Rate Framework.
OER	Original Evidence Required
TEC	Travel Expense Claim
PAF	Pre-Approved Fare
G-ECP	Ghana Environmental Compliance Protocol
DVLA	Driver & Vehicle Licensing Authority regulations.
MPP	Motorcycle Policy
VEP	Vehicle Emission Policy
TTPO	Travel & Transport Policy Officer

SECTION ONE

INTRODUCTION

SECTION “A” TRAVEL AND TRANSPORT POLICY

1.1 This travel and Transport policy ensures safe, efficient, cost-effective, and accountable travel and transport arrangements for all staff, volunteers, consultants, and partners of AHEFS conducting official business within Ghana and internationally. It supports the mission of AHEFS which prioritizing staff safety and well-being.

The Policy is designed to establish guidelines and procedures for managing travel and transportation within the organization.

Objectives:

The objectives and purposes include:

1. Cost Control– Ensuring cost-effective travel and transport arrangements to optimize budgets.
2. Efficiency & Productivity– Rationalising travel processes to minimize disruptions and maximize employee productivity.
3. Compliance & Accountability– Ensuring adherence to organizational policies, legal regulations, and industry acceptable standards.
4. Sustainability– Promoting environmentally friendly travel options (e.g., public transport, carpooling, air traveling).
5. Safety & Risk Management– Prioritize employee safety by setting standards for approved transport modes and travel conditions.
6. Equity & Fairness– Ensure fair and consistent travel entitlements for all employees based on role and necessity.
7. Transparency– Maintain clear documentation and approval processes for travel-related expenses.
8. Technology Integration– Utilize digital tools (e.g., booking systems, expense management software) for efficient travel planning.

Purpose:

The Manual is:

1. To provide a structured framework for managing business-related travel and transport.
2. To reduce unnecessary expenses while ensuring employee convenience.
3. To align travel practices with organizational goals (e.g., sustainability, cost savings).
4. To mitigate risks associated with business travel (e.g., accidents, fraud, non-compliance).
5. To standardize procedures for booking, reimbursement, and approval of travel expenses.
6. To encourage responsible travel behaviour among employees.

1.2 Scope:

The policies apply to all travel and transport funded wholly or partially by AHEFS including project-related travel, meetings, training, conferences, monitoring visits, and field operations.

SECTION TWO

DEFINITIONS

To ensure clarity and consistency throughout this manual, the following key terms are defined:

2.1 Authorized Traveller

Any individual who has received formal approval to undertake travel on behalf of AHEFS. This includes permanent staff, contract personnel, consultants, volunteers, interns, board members, and any third-party individuals whose travel is funded or facilitated by AHEFS.

2.2 Business Travel

Travel undertaken to conduct official AHEFS duties or represent AHEFS at external meetings, workshops, conferences, field visits, partner engagements, monitoring & evaluation exercises, and emergency health response activities. This excludes personal travel or travel for non-official purposes.

2.3 Travel Authorization

A documented approval granted by a designated authority (e.g., Line Manager, Finance, HR) for a planned travel activity. It confirms the trip's necessity, budget availability, security assessment, and logistical arrangements. Travel Authorization must be secured prior to any expenditure or booking. Beautician

2.4 Per Diem

A fixed daily allowance provided to travellers to cover meals, local transportation, and incidental expenses during travel. The rate varies by location and is reviewed periodically. Per diem is provided in lieu of actual reimbursement for minor expenses.

2.5 Reimbursable Expenses

Costs incurred during approved travel that are eligible for reimbursement upon submission of valid receipts and within approved policy limits. This includes transportation fares, accommodation, visa fees, official communication, fuel (if applicable), and other pre-approved expenses.

2.6 Non-Reimbursable Expenses

Expenses not eligible for reimbursement by AHEFS. These typically include:

1. Alcoholic beverages
2. Fines (e.g., for traffic violations)
3. Room service or entertainment charges
4. Personal items (e.g., toiletries, souvenirs)
5. Unapproved upgrades in class of travel or accommodation

2.7 Official Vehicle

Any vehicle owned, leased, or rented by AHEFS for the purpose of conducting official business. This includes vehicles allocated to programs, field operations, or shared use by authorized personnel.

2.8 Privately-Owned Vehicle (POV)

A personal vehicle used by a staff member or affiliate for official AHEFS travel. Use of a POV requires prior approval and will be reimbursed on a per-kilometre basis according to AHEFS's mileage rates, provided adequate insurance and documentation are submitted.

2.9 Travel Risk Assessment

A formal assessment of travel-related security, health, and logistical risks conducted before travel, especially to high-risk areas. It includes an evaluation of political stability, disease outbreaks, transport safety, and any local conditions that may impact travel.

2.10 Travel Advance

A pre-approved payment made to the traveller in advance of the journey to cover expected expenses, including per diem and incidentals. Travelers are required to reconcile advances upon return with proper documentation and return any unused funds.

2.11 Itinerary

A detailed travel schedule that includes dates, times, transportation arrangements, destinations, accommodation details, meeting venues, and emergency contact information.

2.12 Travel Companion

An individual who accompanies the traveller but is not performing an official function (e.g., spouse, child). Costs related to travel companions are not covered by AHEFS unless explicitly approved in writing for exceptional humanitarian or duty-of-care reasons.

2.13 Booking Agent / Travel Desk

The internal team or external service provider responsible for booking flights, accommodation, and transport services. All travel arrangements must be channelled through the designated booking system to ensure consistency, cost control, and safety.

2.14 Class of Travel

The grade or level of service used for travel (e.g., Economy, Premium Economy, Business). AHEFS generally mandates economy class unless specific exceptions apply (e.g., long-haul flights exceeding 6 hours, medical conditions, donor-funded provisions).

2.15 Incidental Expenses

Minor costs incurred during travel that do not fall into main categories such as accommodation or transportation, including tips, laundry (for extended stays), tolls, or minor stationery purchases related to official work.

SECTION THREE

ROLES AND RESPONSIBILITIES

Effective travel and transport management at AHEFS requires clearly defined roles and responsibilities across various organizational levels. This ensures transparency, accountability, and efficiency in planning, implementing, and monitoring travel-related activities.

3.1 Traveler (Staff, Consultant, or Authorized Personnel)

The individual approved to travel on behalf of AHEFS bears key responsibilities, including:

1. Preparation of Travel Request: Submits a Travel Authorization Form (TAF) with justification, proposed itinerary, estimated budget, and expected outcomes.
2. Compliance: Adheres strictly to AHEFS's travel policies, including approved routes, class of travel, booking methods, and safety protocols.
3. Documentation: Ensures all relevant documentation (invitations, visas, vaccination records, identification, boarding passes, receipts) is properly secured and submitted.
4. Conduct: Maintains professional and ethical behaviour while representing AHEFS, including cultural sensitivity and responsible use of resources.
5. Reporting: Submits a Travel Report and reconciles travel expenses within 10 business days of return.
6. Emergency Communication: Keeps line manager informed of any incidents, delays, or emergencies during travel.

3.2 Line Manager / Department Head

The immediate supervisor of the traveller plays a critical role in planning and oversight:

1. Review and Approval: Reviews travel requests for necessity, strategic alignment, and cost-effectiveness. Approves TAF in line with departmental budgets.
2. Budget Verification: Confirms that sufficient funding is available and properly allocated for the travel purpose.
3. Performance Oversight: Ensures the trip aligns with programmatic objectives and holds the traveller accountable for deliverables.
4. Risk Evaluation: Flags high-risk destinations and works with HR or Security focal points for mitigation.
5. Post-Travel Review: Reviews submitted reports and evaluates outcomes of the travel against expected objectives.

3.3 Finance Unit

The Finance team ensures compliance with financial and procurement policies:

1. Budget Confirmation: Verifies cost estimates and ensures alignment with approved budget lines or

donor requirements.

2. Advance Payments: Processes travel advances and reconciles actual costs against receipts and expense reports.
3. Reimbursement: Approves and disburses reimbursement for eligible expenses based on submission of valid documentation.
4. Audit Trail: Maintains a clear, auditable record of travel expenses for both internal and external review.
5. Procurement Oversight: Ensures use of approved vendors for ticketing, accommodation, and car hire.

3.4 Human Resources (HR) Unit

HR ensures travel policies are integrated into staff welfare, safety, and organizational compliance:

1. Policy Implementation: Interprets and communicates the travel policy to all staff and new hires.
2. Training: Conducts orientation and refresher sessions on travel procedures, safety, and reporting requirements.
3. Insurance & Health: Ensures that staff are covered under travel insurance (including health, evacuation, and accident) and up to date on required vaccinations or certifications (e.g., yellow fever).
4. Support for Vulnerable Staff: Coordinates special accommodations (e.g., disability access, health needs, female staff safety measures).
5. Documentation: Maintains records of all travel approvals and incidents involving HR concerns.

3.5 Security and Risk Focal Point

AHEFS shall appoint a travel security and risk person. This individual or unit is responsible for assessing and mitigating travel-related risks:

1. Travel Risk Assessments: Evaluates destinations for security threats, health alerts, natural disasters, and socio-political risks.
2. Safety Guidelines: Issues travel advisories and ensures travellers have contact details for emergency services, consulates, or field offices.
3. Monitoring & Communication: Tracks high-risk travel and maintains contact with travellers during their missions.
4. Incident Management: Leads response and reporting procedures for emergencies involving staff during travel (e.g., accidents, arrests, medical emergencies).
5. Training: Provides security briefings, particularly for travel to remote or high-risk areas.

3.6 Travel Coordinator / Logistics Officer (AHEFS Administrator)

AHEFS Administration Department shall handle the day-to-day logistics of travel arrangements including:

1. Booking Management: Coordinates flight, hotel, and transport bookings through approved vendors.

2. Vendor Relations: Manages relationships with travel agencies, hotels, and transport providers to ensure cost-effectiveness and reliability.
3. Itinerary Compilation: Assists in developing and distributing travel itineraries, including confirmation of meetings and locations.
4. Asset Management: Tracks usage of AHEFS vehicles, fuel consumption, and driver assignments.
5. Reporting: Provides periodic travel and transport utilization reports to Finance and HR for planning and budgeting.

3.7 Executive Director / Board Chair (as applicable)

Senior leadership has ultimate oversight for high-level travel and policy enforcement:

1. Policy Approval: Approves the travel and transport policy and any subsequent amendments.
2. Exception Handling: Authorizes exceptions to policy under justified circumstances (e.g., business-class travel, travel to red-flag areas).
3. Representation: May approve or initiate strategic international or national travel on behalf of the organization.

By clearly assigning and coordinating these responsibilities, AHEFS aims to ensure efficient,

SECTION FOUR

TRAVEL AUTHORIZATION AND APPROVAL

AHEFS requires that all official travel, domestic or international must be authorized prior to any commitment of funds or commencement of travel. This process ensures that travel is necessary, cost-effective, aligned with programmatic objectives, and compliant with internal and donor policies.

4.1 Travel Planning and Proposal

All proposed travel must begin with a Travel Authorization Request, which includes:

1. Purpose of Travel: A clear explanation of the official business to be conducted (e.g., training, conference, field monitoring, stakeholder engagement).
2. Traveler Details: Name, designation, department/program, and contact information.
3. Travel Itinerary: Proposed dates of departure and return, destinations, and travel modes.
4. Estimated Costs: Head of Departments in conjunction with the Finance Director develop estimated cost of the travel. A detailed cost breakdown, including:
 - Transport (airfare, road, boat, etc.)
 - Accommodation
 - Per diem
 - Visa and insurance
 - Miscellaneous (e.g., communication, ground transport)
5. Funding Source: Budget line(s), project code, and donor where applicable.
6. Expected Outputs: Specific deliverables or benefits anticipated from the travel (e.g., training completion, signed MoU, field report, stakeholder feedback).
7. Risk Considerations: Health or security concerns relevant to the area of travel.

4.2 Submission and Timelines

Application for travels through the Head of departments should be submitted with this guideline:

1. Domestic Travel: Submit the Travel Authorization Form (TAF) at least 7 working days before the intended travel date.
2. International Travel: Submit the TAF and supporting documents at least 14 working days prior to departure to allow for approvals, bookings, visa processing, and risk assessments.
3. Late Submissions: Must include justification and may be subject to denial or limited financial support.

4.3 Approval Workflow

The following structured approval process must be followed:

Step 1: Line Manager Approval

- Verifies programmatic relevance and budget availability.
- Confirms that the traveller is eligible and has no conflicting assignments.

Step 2: Finance Review

- Confirms budget sufficiency, donor compliance, and cost realism.
- Flags any duplication or overlaps with existing travel plans.

Step 3: HR & Security Approval

- HR checks staff welfare, insurance coverage, and leave conflicts.
- Security Focal Person reviews travel risks and, if needed, issues a clearance or travel warning based on destination.

Step 4: Final Authorization

- Domestic Travel: Final sign-off by the Program Manager or Department Head.
- International Travel: Requires approval from the Executive Director or designated senior leadership.

4.4 Emergency and Short-Notice Travel

In cases of urgent travel such as emergency response, urgent donor requests, or last-minute invitations:

- ✓ Email or verbal pre-approval from relevant authorities is permitted but must be followed by full documentation within 48 hours.
- ✓ Finance may issue a conditional travel advance pending formal approval.
- ✓ Emergency travellers must still observe standard safety and insurance procedures.

4.5 Travel Documentation

Once approved, the following documentation must be prepared and submitted:

- Approved Travel Authorization Form
- Full travel itinerary
- Copy of valid passport or ID (for international/domestic air travel)
- Invitation letter, agenda, or meeting documents (if applicable)
- Medical clearance and vaccination record (for regions with health alerts)
- Visa and work permits, where necessary

All travel documents must be kept on file by the Human Resource and Finance departments for auditing and reporting purposes.

4.6 Travel Restrictions and Denials

Management of AHEFS may denied or postponed a trip under the following conditions:

- Insufficient or misaligned budget
- Lack of clear programmatic justification
- Non-compliance with approval timelines

- High-risk destinations without mitigation measures
- Outstanding financial reconciliations from previous travel

In such cases, the traveller will receive a written explanation, and the trip may be resubmitted with modifications.

4.7 Multiple Traveler Approvals

For group or team travel:

- A Group Travel Request Form must be submitted, with all travellers listed.
- Justification must include the need for each traveller to attend.
- Where possible, teams should designate a Lead Traveler to coordinate logistics and reporting.

4.8 Donor-Funded Travel

For travel funded under donor projects:

- Follow all AHEFS internal procedures in addition to donor-specific travel guidelines.
- Ensure that per diem, accommodation, and transportation rates comply with donor ceilings.
- Any exceptions (e.g., business class travel under specific grants) must be documented and approved.

4.9 Travel Cancellations and Amendments

- Cancellations must be communicated immediately to the Travel Desk, Finance, and HR.
- The traveller must provide a reason and return any unused advances.
- Booking changes must be re-approved and documented to avoid penalties or personal liability.

By enforcing this structured Travel Authorization and Approval process, AHEFS promotes responsible resource use, risk-informed decision-making, and alignment with organizational and donor accountability standards.

SECTION FIVE

TRANSPORT MANAGEMENT POLICY

Effective transport management ensures the safe, efficient, and transparent use of AHEFS vehicles and transportation resources. This policy governs vehicle use, driver conduct, and operational procedures to support AHEFS field and administrative work across Ghana.

Vehicle Allocation and Usage

5.1 Vehicle Assignment

Vehicles are organizational assets and are assigned based on:

- Program needs and scheduling priorities.
- Availability of vehicles and drivers.
- Distance, terrain, and purpose of travel.
- The Transport Officer oversees the allocation and scheduling of all vehicles.

5.2 Authorized Users

- Only authorized AHEFS staff and approved drivers may operate organizational vehicles.
- Use by partners, consultants, or visitors requires prior written authorization from the Director or Operations Manager.

5.3 Logbook Maintenance

1. Every vehicle must have a dedicated Vehicle Logbook, updated daily.
2. Drivers must accurately record:
 - Date
 - Time of departure and return
 - Starting and ending odometer readings
 - Trip purpose and destination
 - Fuel levels before and after use
 - Name and signature of user or passenger
3. Logbooks are reviewed weekly by the Transport Officer and submitted monthly to the Operations Department.

5.4 Permissible Use

1. Vehicles must only be used for official AHEFS purposes, including:
 - Fieldwork and project implementation
 - Meetings with stakeholders or government agencies
 - Delivery of project materials or emergency supplies

2. Personal use, transporting family or friends, or use outside official hours without permission is strictly prohibited and subject to disciplinary action.

Vehicle Booking Procedure

5.5 Booking Process

- Staff must complete and submit a Vehicle Request Form at least 48 hours in advance for local trips and 72 hours for regional/multi-day trips.
- Forms must be approved by the line manager and forwarded to the Transport Officer.

5.6 Prioritization Criteria

Vehicles will be prioritized based on:

- Field missions linked to donor-funded activities
- Emergency or time-sensitive projects
- Senior leadership or donor delegation visits
- Programmatic versus administrative need

5.7 Trip Briefings

For long-distance or multi-day trips, pre-trip briefings must be conducted between the Transport Officer, driver, and traveling staff to:

- Review route plans
- Discuss security issues or risks
- Confirm documentation and fuel needs

5.8 Driver Responsibilities

AHEFS employs only qualified, vetted, and licensed drivers to ensure road safety and professionalism.

1. General Conduct

- Maintain courteous, respectful behaviour always.
- Ensure passengers' comfort and safety.
- Follow instructions from the Transport Officer or designated supervisor.
- Maintain a neat appearance and wear a AHEFS identification badge.

2. Vehicle Care and Inspection

Drivers must perform daily inspections before each trip including:

- Brakes, lights, tires, wipers, oil, and coolant levels.
- Ensure vehicles are clean (interior and exterior).
- Report all mechanical issues immediately.
- Avoid driving under the influence of alcohol, medication, or fatigue.

3. Logbook and Documentation

Drivers are responsible for:

- Completing logbooks accurately.
- Carrying valid license, vehicle documents, and roadworthy certificate.
- Ensuring insurance and registration documents are up to date.

5.9 Passenger Guidelines

1. Safety Protocols

All passengers must:

- Always wear seat belts while on board the vehicle.
- Refrain from distracting the driver.
- Respect seating capacity; no overloading.

2. Prohibited Activities

Smoking, drinking, or carrying flammable materials is not permitted in vehicles. Transporting unauthorized persons or goods is prohibited.

3. Respect for Vehicle Use

Passengers should:

- Avoid littering in the vehicle.
- Treat vehicles with care.
- Cooperate with drivers and report any misconduct.

4. Transport for Emergencies and Special Missions

AHEFS recognizes that emergency or humanitarian response may require special transport procedures.

- If possible, a standby vehicle may be designated for rapid deployment during emergencies.
- Insecurity, roadblocks, or road closures must be immediately reported.
 - Satellite phones or GPS tracking may be used in remote areas for safety.

SECTION SIX

HEALTH, SAFETY AND SECURITY

AHEFS is committed to upholding the highest standards of health, safety, and security in all its travel and transport operations. These standards protect staff, partners, drivers, and assets and are guided by Ghanaian transport laws, international NGO safety practices, and internal risk management policies.

6.1 Road Safety and Driving Standards

1. Driver Qualification and Behaviour

All AHEFS drivers must:

- Hold a valid Ghanaian driver's license (minimum Class C).
- Have at least 3 years of professional driving experience, preferably in NGO or field contexts.
- Undergo annual defensive driving training.
- Be familiar with traffic regulations, road signs, and first aid basics.

2. Safe Driving Practices

- Strict adherence to speed limits and traffic regulations is mandatory.
- Seat belts must be always worn by all occupants.
- Use of mobile phones while driving is prohibited unless with a hands-free device.
- Drivers must rest every 4 hours during long trips and may not drive more than 8 hours in one day.
- Night driving (after 6:00 PM) is discouraged unless pre-approved and necessary.

3. Fatigue and Substance Use

- Driving under the influence of alcohol, narcotics, or sedatives is strictly prohibited.
- Drivers and travellers should rest adequately before long journeys.
- Any signs of fatigue must be reported and the trip delayed if necessary.

SECTION SEVEN

JOURNEY MANAGEMENT AND RISK MITIGATION

7.1 Trip Planning

Every trip should be pre-planned and assessed for:

- Route safety and condition
- Checkpoints, fuel availability, and rest stops
- Road risks (e.g., potholes, unpaved routes, flooding)
- Communication network availability

7.2 Journey Monitoring

- All long-distance trips must be logged with the Transport Officer.
- Drivers must check in by phone at designated intervals, especially in high-risk areas.
- GPS tracking may be installed in AHEFS vehicles where feasible to aid route monitoring and emergency location.

7.3 Travel to High-Risk Areas

Travel to high-crime or politically unstable areas requires:

- Written approval from the Director.
- Pre-departure security briefing.
- Coordination with local authorities or community leaders.
- Use of armed escorts or community guides may be considered in extreme cases, in consultation with donors or partners.

Emergency Preparedness

7.4 On-Road Emergencies

All vehicles must carry an Emergency Kit, including:

- First aid supplies
- Fire extinguisher
- Warning triangles and flashlight
- Spare tire and jack
- Basic tool kit

In case of a breakdown or road hazard:

Pull over safely and alert other road users with warning triangles. Contact the Transport Officer immediately.

7.5 Accidents and Incidents

In the event of an accident:

- Ensure safety of passengers and seek medical help if needed.
- Notify the nearest police station and obtain an official police report.
- Inform the Transport Officer and submit an Incident Report within 24 hours.
- Do not move the vehicle from the scene unless required by police or for safety.

7.6 Health Emergencies

- All staff must disclose pre-existing medical conditions before long trips.
- Emergency contact details and medical insurance information should be carried during all travel.
- Drivers must assist passengers in reaching the nearest medical facility during health emergencies.

7.7 COVID-19 and Public Health Protocols

AHEFS vehicles must carry hand sanitizers, masks, and tissue paper always.

Vehicles must be disinfected regularly, especially after trips involving external passengers or travel to health facilities.

Staff and drivers must comply with:

- MOH (Ministry of Health) and Ghana Health Service protocols.
- Any travel restrictions or vaccination requirements for international trips.

SECTION EIGHT

INSURANCE AND LIABILITY

8.1 Vehicle Insurance

All AHEFS vehicles must be insured for:

- Third-party liability (mandatory under Ghana law)
- Comprehensive coverage where budgets permit (recommended)
- Accident damage, theft, and passenger injury

8.2 Staff and Passenger Insurance

Staff undertaking international travel must be enrolled in travel medical insurance, covering:

- Emergency medical evacuation
- Accident and hospitalization
- Baggage loss and trip cancellation

AHEFS maintains group life or accident insurance for drivers and frequent field staff.

8.3 Incident Reporting

All incidents: accidents, threats, harassment, roadblocks, or suspicious activity, must be reported using the Security Incident Report Form.

Reports should be reviewed by the Transport Officer and filed with the Admin/Operations Manager for analysis and response planning.

SECTION NINE

TRAVEL INSURANCE

AHEFS recognizes the risks associated with both domestic and international travel, and is committed to safeguarding the health, wellbeing, and property of its staff and associated personnel through appropriate insurance coverage.

9.1 Purpose of Travel Insurance

The purpose of the travel insurance policy is to:

- Mitigate the financial and health-related risks during official travel.
- Ensure timely medical care, repatriation, or support in the event of emergencies.
- Protect organizational assets and reduce liabilities.

9.2 Scope

This policy applies to:

- All AHEFS staff traveling on official assignments.
- Consultants, volunteers, or interns on official AHEFS missions.
- Donors, partners, or stakeholders traveling under AHEFS facilitation or sponsorship.

9.3 Types of Insurance

1. International Travel Insurance

Must be arranged before departure for all international trips. Coverage areas:

- Emergency medical treatment and hospitalization
- Medical evacuation and repatriation
- Accidental death and dismemberment
- Loss or delay of baggage
- Trip cancellation or curtailment

Staff must carry a printed insurance card or certificate during the trip.

The Finance or Admin team is responsible for liaising with insurance providers to enrol travellers.

2. Local Travel Insurance

AHEFS ensures that staff traveling within Ghana are covered under:

- Group personal accident insurance (if enrolled by the organization)
- NHIS or private health insurance schemes
- Motor vehicle insurance with third-party passenger coverage

9.4 Vehicle Insurance

All AHEFS vehicles must carry:

- Valid third-party insurance (minimum legal requirement)
- Preferably comprehensive insurance, covering theft, accidents, natural disasters, and vandalism.
- Insurance documentation must be kept in the vehicle and monitored for validity by the Transport Officer.

9.5 Responsibilities

Person Responsibility

Admin/Operations Manager Ensure insurance is included in travel planning and budgets Finance Officer Facilitate payment and documentation of premiums Traveler Ensure receipt and understanding of coverage details Transport Officer Monitor vehicle insurance status and renewals

9.6 Claims Procedure

In the event of an incident:

- Notify the relevant insurance company immediately.
- Submit supporting documents (police report, medical bills, travel ticket, etc.).
- Complete a AHEFS Incident or Accident Report Form within 48 hours.
- Finance/Admin will assist in processing claims and follow-ups.

SECTION TEN

ENVIRONMENTAL CONSIDERATIONS

AHEFS is committed to reducing the environmental footprint of its travel and transport activities. As part of its broader sustainability and climate resilience goals, the organization will adopt environmentally responsible practices in its vehicle use, travel planning, and procurement.

10.1 Sustainable Transport Philosophy

AHEFS supports:

- Efficient use of vehicles and shared resources.
- Reduction in fuel consumption and emissions.
- Prioritization of virtual engagements over travel when appropriate.

10.2 Fuel Efficiency and Emission Control

Vehicles must be maintained in optimal condition to reduce emissions. Drivers are required to:

- Avoid engine idling.
- Drive at fuel-efficient speeds.
- Keep tires properly inflated.

Monthly fuel efficiency reports will be used to identify underperforming vehicles or inefficient driving practices.

10.3 Travel Substitution

Before authorizing travel, managers must assess whether the activity can be replaced with:

- Online meetings or webinars
- Phone consultations or remote coordination
- Use of local representatives to avoid long-distance travel

10.4 Green Procurement

Preference will be given to:

- Fuel-efficient, low-emission vehicles (e.g., hybrid or electric where available)
- Environmentally certified fuel stations and lubricants
- Vendors who comply with EPA regulations

10.5 Waste Management and Vehicle Care

- No waste (plastic bottles, wrappers, oil containers) should be discarded from vehicles into the environment.
- Regular vehicle cleaning must be done using water-efficient methods.

- Used oil, batteries, and filters from maintenance activities must be disposed of through licensed waste management companies.

10.6 Environmental Reporting and Awareness

The Transport Officer will prepare a quarterly report on:

- Total emissions (estimated from fuel consumption)
- Progress on green travel initiatives

Drivers and staff will be trained periodically on:

- Environmental driving techniques
- Climate-conscious travel planning
- AHEFS's environmental policy and goals

SECTION ELEVEN

ROLES AND RESPONSIBILITIES IN IMPLEMENTATION

Clear delineation of responsibilities is essential for ensuring effective implementation of the travel and transport policy.

Below are the key roles and their responsibilities:

11.1 Travelers (Employees, Consultants, or Contractors)

- Ensure all travel is properly authorized before departure.
- Submit travel requests and advance forms accurately and on time.
- Use the most economical and safe means of transport.
- Keep all relevant receipts and supporting documentation (e.g., boarding passes, hotel invoices, taxi receipts).
- Observe road safety laws, security protocols, and organizational code of conduct.
- Maintain professionalism while representing the organization during official trips.
- Submit post-travel reports and expense claims within 5 working days of return.
- Notify the Admin or supervisor immediately in case of emergencies or deviations from the travel plan.
- Ensure accountability in the use of per diems and travel allowances.

11.2 Line Managers / Department Heads

- Review and approve travel requests in line with operational priorities and budgets.
- Ensure staff travel is necessary, justifiable, and aligns with company goals.
- Confirm the availability of funds before endorsing travel-related expenditures.
- Oversee performance and behaviour of travellers under their department.
- Address any misconduct or travel policy violations by their team members.

11.3 Administrative Officer / Travel Coordinator

- Facilitate travel arrangements, including booking flights, vehicles, and accommodations.
- Maintain a central record of all staff travel (local and international).
- Prepare and manage the Travel Authorization and Travel Advance forms.
- Coordinate with vendors, hotels, airlines, and insurance providers as needed.
- Provide pre-travel briefings to travellers, especially for high-risk or international destinations.
- Assist with visa applications, passport renewals, and other travel documentation.
- Track travel returns dates and follow up on post-travel reports.
- Maintain a register of all travel documents, expenses, and reports for audit purposes.

11.4 Finance Officer / Finance Department

- Verify and process travel advance requests in a timely manner.
- Ensure all disbursements are within approved budgets and rates.
- Review and reconcile travel expense claims against advances provided.
- Flag inconsistencies or unsupported claims and return them for clarification.
- Recover unaccounted funds or excess advances within the designated time frame.
- Maintain financial records for travel expenses in accordance with accounting policies.

11.5 Transport Officer / Fleet Manager

- Oversee day-to-day management and deployment of the company's vehicle fleet.
- Ensure vehicles are well-maintained, roadworthy, and comply with Ghana Road Traffic Act regulations.
- Maintain up-to-date vehicle logbooks, fuel usage logs, and maintenance schedules.
- Assign and supervise drivers, ensuring they are properly licensed and trained.
- Respond to vehicle breakdowns, accidents, or transport-related emergencies.
- Keep a list of approved garages, fuel stations, and insurance providers.
- Prepare monthly reports on vehicle use, fuel consumption, and transport incidents.

11.6 Drivers

- Operate company vehicles strictly for official purposes and assigned duties.
- Drive safely and lawfully at all times, avoiding reckless or unauthorized use.
- Keep assigned vehicles clean and in good condition.
- Record all trips accurately in the vehicle logbook.
- Check and report mechanical issues, fuel levels, and required servicing.
- Ensure valid roadworthiness, insurance, and vehicle registration documents are available.
- Refrain from transporting unauthorized persons or goods.

11.7 Human Resources Department

- Ensure that travel responsibilities and conduct expectations are included in staff orientation and contracts.
- Handle disciplinary actions for travel policy violations in collaboration with department heads.
- Maintain employee records that include travel histories and training on travel protocols.
- Support wellness and safety awareness for frequent travellers or those assigned to high- risk areas.

11.8 Senior Management / Director

- Provide strategic oversight for travel and transport policy enforcement.
- Approve international travel and high-cost or high-risk travel activities.
- Ensure resource allocation for transport infrastructure and travel support systems.
- Set a culture of accountability, cost-consciousness, and safety in official travel behaviour.
- Review quarterly or annual travel and transport reports for compliance and improvement.

SECTION TWELVE

MONITORING AND COMPLIANCE

Monitoring and compliance are critical to ensuring that the Travel and Transport Policy is effectively implemented, resources are properly utilized, and that the company remains accountable and transparent in its operations.

This section outlines the mechanisms for enforcing policy adherence and the consequences of non-compliance.

12.1 Purpose of Monitoring

The key objectives of monitoring travel and transport activities include:

- Ensuring compliance with approved policies and procedures.
- Tracking travel costs and analysing patterns for budget forecasting.
- Preventing fraud, waste, and abuse of company resources.
- Evaluating operational efficiency in transport and travel arrangements.
- Maintaining safety and legal compliance with Ghanaian transport laws.

12.2 Monitoring Mechanisms

To achieve effective oversight, the following monitoring tools and processes shall be utilized.

12.3 Travel Logs and Reports

- All travellers are required to submit post-travel reports, including travel outcomes, expenditures, and receipts.
- Reports will be reviewed by Admin and Finance to verify alignment with approved budgets and objectives.

12.4 Vehicle Logbooks and Fuel Records

- Vehicle logbooks must be updated daily with details on mileage, destinations, passengers, fuel use, and time of travel.
- Weekly reviews shall be conducted by the Transport Officer to detect any irregularities or misuse.

12.5 Expense Audits

- Routine and spot audits of travel expenses and transport records will be carried out by the Finance and Internal Audit units.
- All claims must be supported by original receipts or equivalent evidence.

12.6 GPS and Digital Monitoring

- Where applicable, company vehicles may be fitted with GPS tracking systems to monitor usage, route

compliance, and travel times.

- Reports from digital systems shall be reviewed monthly by management.

12.7 Performance Reviews

- Drivers and transport staff will be evaluated quarterly based on punctuality, safety record, vehicle care, and log accuracy.
- Travelers' compliance with reporting deadlines and financial accountability will be factored into performance appraisals.

12.9 Compliance Requirements

Compliance with this policy is mandatory. Specific obligations include:

- Using funds and resources strictly for official and authorized purposes.
- Submitting all required forms, documents, and reports within the stipulated timelines.
- Maintaining accurate records of travel and transport activities.
- Adhering to safety and road-use standards as set out in Ghana's Road Traffic Act and other applicable laws.
- Observing organizational ethics, integrity, and accountability in all related actions.

12.10 Non-Compliance and Disciplinary Measures

Failure to adhere to the provisions of this manual will attract disciplinary action, which may include:

Type of Non-Compliance	Example	Possible Sanctions
Financial Misconduct	Submitting false receipts or inflated claims	Repayment, written warning, suspension, or termination
Unauthorized Travel	Traveling without prior approval	Reimbursement denial, official query, or disciplinary action
Vehicle Misuse	Using a company vehicle for personal errands	Suspension of vehicle access, written warning
Logbook Tampering	Altering entries to conceal unauthorized use	Formal investigation, dismissal
Negligence	Failure to submit reports or return advances	Salary deductions, delayed reimbursement, or formal warning

SECTION THIRTEEN

FEEDBACK AND CONTINUOUS IMPROVEMENT

Staff are encouraged to report inefficiencies, risks, or policy violations to the Admin or Internal Audit unit confidentially.

Feedback from audits, reviews, and staff experiences will be used to update and improve the manual.

Annual policy reviews will be undertaken by the Admin and HR units, with recommendations presented to senior management for approval.

SECTION FOURTEEN

LEGAL AND REGULATORY COMPLIANCE

By incorporating these frameworks and conventions, the Travel and Transport Policy Manual will provide a robust, legally compliant foundation for managing travel and transport activities within AHEFS.

The company shall ensure that all travel and transport activities comply with relevant Ghanaian laws and regulations, including but not limited to:

14.1 Core Ghanaian Legislation

1. Labour & Employment:

Labour Act, 2003 (Act 651): Governs working hours, rest periods, overtime pay during travel, health & safety obligations (including for travelers), leave entitlements (impacting business travel scheduling), termination procedures related to travel refusal (if applicable).

Workmen's Compensation Act, 1987 (PNDCL 187): Coverage for work-related injuries or death occurring during business travel.

Social Security Act, 2008 (Act 766 - SSNIT): Ensures contributions continue during travel periods.

2. Transport & Road Safety:

Road Traffic Act, 2004 (Act 683) & Regulations: Licensing requirements for drivers/vehicles, vehicle roadworthiness standards, speed limits, load restrictions, driver hours of service (critical for long journeys), traffic offenses, insurance mandates (Third Party & Comprehensive).

National Road Safety Authority Act, 2019 (Act 993): Establishes NRSA mandates; incorporates safety standards, accident reporting procedures, and driver training requirements relevant to corporate fleets.

Driver and Vehicle Licensing Authority Act, 1999 (Act 569): Governs vehicle registration, licensing, and testing standards.

Ghana Civil Aviation Authority Act, 2004 (Act 678): Regulates air transport safety and operations (relevant for booking air travel).

Railways Act, 2003 (Act 680): Governs rail transport operations and safety.

3. Finance & Taxation:

Income Tax Act, 2015 (Act 896) & Amendments: Rules on taxability of travel allowances (per diems), mileage reimbursements, provision of company vehicles (benefit-in-kind), travel expense deductions. Crucial for per diem structure and reimbursement policies.

Value Added Tax Act, 2013 (Act 870) & Amendments: VAT rules on travel expenses, reclaiming input VAT on business travel costs.

Ghana Revenue Authority (GRA) Guidelines & Directives: Official interpretations and administrative rules on tax treatment of travel expenses.

4. Public Procurement & Anti-Corruption:

Public Procurement Act, 2003 (Act 663) & Amendments: Mandatory for public sector and entities using public funds. Governs procurement of travel services (ticketing, accommodation, car hire) above threshold values (tendering processes).

Office of the Special Prosecutor Act, 2017 (Act 959) & Criminal Offences Act, 1960 (Act 29): Anti-bribery and corruption provisions relevant to interactions during travel (e.g., facilitation payments at borders/checkpoints, gifts to officials).

5. Health & Safety:

Workplace (Health, Safety and Welfare) Regulations, 1997 (LI 1577): General duty of care extends to employees while traveling for work.

Environmental Protection Agency Act, 1994 (Act 490) & Regulations: Vehicle emissions standards, waste disposal regulations during travel.

6. Data Protection:

Data Protection Act, 2012 (Act 843): Governs collection, storage, and processing of employee personal data related to travel (passport details, itinerary, medical info, expense details).

7. Corporate Governance (Relevant for Directors/Executives):

Companies Act, 2019 (Act 992): Disclosure requirements for directors' travel benefits, governance around executive travel expenditure.

14.2 Key International Conventions (Ratified by Ghana)

1. Aviation:

Convention on International Civil Aviation (Chicago Convention, 1944): Basis for international air law and ICAO standards (safety, security).

Montreal Convention 1999: Governs carrier liability for death, injury, delay, or loss/damage to baggage on international flights.

Warsaw Convention (Amended by Hague Protocol): Alternative basis for liability on some routes.

2. Maritime (If applicable):

International Convention for the Safety of Life at Sea (SOLAS), 1974. International Convention on Maritime Search and Rescue (SAR), 1979.

International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978.

3. Road Transport:

Vienna Convention on Road Traffic (1968): Standardizes international traffic rules (relevant for cross-border road travel within West Africa).

African Road Safety Charter (Adopted by AU): Regional commitment to road safety improvements.

4. Labour & Human Rights:

Relevant ILO Conventions ratified by Ghana (e.g., C155 - Occupational Safety and Health; C161 - Occupational Health Services; fundamental conventions on forced labour, discrimination).

UN Guiding Principles on Business and Human Rights (UNGPs): Framework for respecting human rights during business operations, including travel (supply chain, security providers).

5. Customs & Trade:

Revised Kyoto Convention (International Convention on the Simplification and Harmonization of Customs Procedures): Aims to streamline customs processes (relevant for cross-border movement of goods/company vehicles).

14.3 Essential Policies & Standards to Reference 1. Internal Governance:

Organizational Code of Conduct/Ethics: Principles governing employee behaviour during travel (expenses, gifts, conflicts of interest, representation).

Financial Regulations/Procurement Manual: Internal rules for booking, approval, and payment of travel expenses, often mandated by the above laws.

Health, Safety, and Environment (HSE) Policy: Specific procedures for travel risk assessments, medical preparedness, emergency response, environmental impact of travel.

Security Policy: Procedures for travel to high-risk areas, incident reporting, communication protocols.

Road Traffic Act, 2004 (Act 683) and subsequent amendments.

Labour Act, 2003 (Act 651), particularly regarding staff welfare during travel. Public Health (Act 851)— for travel to areas with health advisories.

Ghana Immigration Act— for international travel compliance

SECECTION FIFTEEN

TRANSPORT MAINTENANCE

SECTION“B”TRANSPORT MAINTENANCE POLICY

15.0 Definition and Scope

Transport maintenance refers to the systematic process of inspecting, servicing, repairing, and optimizing transportation assets, primarily to ensure their safe, reliable, and efficient operation. This discipline encompasses both preventive and corrective measures aimed at minimizing operational downtime, extending asset lifespan, and promoting cost-effective fleet management.

This manual is a structured document designed to guide users on how to safely operate, maintain, and troubleshoot transportation equipment or manage travel logistics.

15.1. Transport Maintenance Management

Transport maintenance management involves overseeing the full maintenance lifecycle of a company's vehicle fleet. This includes:

- Developing maintenance policies and service schedules
- Assigning responsibilities to maintenance teams
- Using software tools to track service records and costs
- Monitoring KPIs such as downtime, fuel usage, and cost-per-kilometre

15.2. Key Objectives:

- Ensure compliance with national road safety and emissions regulations
- Reduce operational disruptions
- Maximize vehicle lifespan and resale value
- Maintain audit-ready documentation

15.3.0 Core Components of Transport Maintenance

15.3.1 Regular Inspections

AHEFS should endeavour that routine checks and diagnostic assessments are conducted to detect early signs of mechanical wear, fluid leaks, or other abnormalities. These inspections may include:

- ❖ Brake system checks
- ❖ Tire pressure and tread evaluations
- ❖ Lights and signalling functionality
- ❖ Fluid levels (engine oil, coolant, brake fluid, etc.)
- ❖ Suspension and steering system assessments

15.3.2 Preventive Maintenance

Preventive maintenance involves scheduled servicing activities designed to preserve vehicle integrity and performance should be adopted.

Examples include:

- ❖ Oil and filter changes
- ❖ Tire rotation and balancing
- ❖ Battery testing and replacement
- ❖ Lubrication of moving parts
- ❖ Software updates (for modern vehicles with digital systems)

15.3.3 Corrective Maintenance (Repairs and Replacements)

Addressing identified faults or part failures to restore a vehicle to optimal working condition. This may involve:

- ❖ Replacing worn brake pads or timing belts
- ❖ Repairing transmission or exhaust systems
- ❖ Fixing engine or electrical malfunctions

15.4.0 Importance of Transport Maintenance

15.4.1 Safety

Well-maintained vehicles significantly reduce the risk of accidents caused by mechanical failure, ensuring the safety of drivers, passengers, cargo, and the public.

15.4.2 Operational Reliability

Maintenance reduces unscheduled breakdowns, increases vehicle availability, and minimizes interruptions to logistical and commercial operations.

15.4.3 Efficiency

By maintaining optimal operating conditions, companies benefit from reduced fuel consumption, lower emissions, and more predictable operational costs.

15.4.4 Long-Term Cost Savings

Proactive maintenance helps avoid major mechanical failures, which are typically more expensive and time-consuming to repair.

15.5.0 Digital Transformation in Transport Maintenance

15.5.1 Data Analytics

Advanced data collected from vehicle sensors and maintenance records allows for trend analysis, performance monitoring, and lifecycle cost management.

15.5.2 Predictive Maintenance

Leveraging AI to predict component failures before they occur, enabling timely and targeted maintenance interventions.

15.5.3 Real-Time Monitoring

Live tracking of vehicle health metrics (e.g., engine temperature, GPS location, battery voltage) enables fast decision-making and remote diagnostics.

Transport and travel maintenance, both in practice and in documentation are indispensable components of modern logistics, fleet management, and operational safety. A well-maintained vehicle or system ensures reduced risk, optimized costs, and enhanced reliability, while a comprehensive travel and maintenance manual supports consistent performance, compliance, and preparedness in all travel-related operations.

SECTION SIXTEEN

ALLOWANCES FOR TRAVELS AND PER DIEM

16.1. Night / Out-of-Station Allowance

This allowance is meant to cover accommodation and other incidental costs when an officer is required to travel and stay overnight outside their normal duty station for official work. It is applicable to both Civil Servants and Public Servants under the Single Spine Pay Structure (SSPS).

Purpose:

To compensate for the inconvenience and expenses associated with spending the night away from home while on official duty.

Approved Rates (as at current):

Rank/Designation	Rate per Night (GHS)
BOARD Chair	GHS 490.00
Director	GHS 420.00
Director of Finance/ FO	GHS 400.00
Senior Staff Officers	GHS 350.00
Junior Staff (e.g., Administrative Asst)	GHS 300.00

Conditions for Payment:

1. Full Rate: Paid if officer is responsible for arranging their own meals and accommodation.
2. $\frac{1}{3}$ Abatement: If either meals OR lodging is provided by the employer (e.g., government guest house or event caterers).
3. $\frac{2}{3}$ Abatement: If both meals AND lodging are provided.
4. Proof Required: Must be documented with an official travel warrant or approval memo.

16.2. Per Diem Allowance

This is a daily subsistence allowance provided to cover meals and other minor out-of-pocket expenses (excluding accommodation) during official local or foreign assignments. It applies whether the officer spends the night at the travel location.

Purpose:

To defray costs associated with feeding, transport within town, communications, and other miscellaneous expenses while on official duty.

Approved Local Rates (Per Day):

Category	Per Diem (GHS)
Board Chairman	GHS 250.00
Director	GHS 230.00
Director of Finance	GHS 200.00

Senior Staff GHS 180.00

Junior Staff GHS 150.00

Approved Foreign Rates (depends on country):

Foreign per diem is based on destination country and often aligns with:

UN DSA rates or Ghana's own Ministry of Finance Foreign Travel Rates Example (illustrative only):

Destination Director Rate (USD) Senior Staff (USD)

Nigeria	USD 180	USD 160	UK (London)	USD 350	USD 300	USA
(Washington)	USD 400	USD 350				

Conditions:

1. Per diem is exclusive of night allowance (i.e., not paid concurrently if meals/accommodation is fully covered).
2. Domestic Per Diem may not be payable if the trip is same day return without meals or significant costs incurred.
3. Abatement applies like night allowance:
If meals are provided→ per diem is reduced accordingly.
4. Foreign Per Diem is paid in advance for the number of travel days, less any sponsored meals/accommodation.

16.3. Travel Allowances

These allowances are provided to cover transportation-related costs when public officers travel

out of station on official duty. They include kilometric allowance, vehicle maintenance, and transportation of personal effects.

A. Kilometric Allowance

Purpose: To compensate public officials who use their private vehicles or motorbikes for official travel.

Vehicle Type	Rate (GHS per km)
Car	GHS 3.50/km
Motorcycle	GHS 1.40/km

Conditions:

Travel distance must be approved and recorded. Mileage is computed using approved routes.

Paid only when official vehicle is unavailable or personal vehicle is used with approval.

B. Vehicle Maintenance Allowance (Monthly)

Given to officers who regularly use personal vehicles or motorcycles for official duties.

Vehicle Type	Monthly Rate (GHS)
--------------	--------------------

Car	GHS 210.00
Motorcycle	GHS 70.00
Bicycle	GHS 28.00

Conditions:

- Paid monthly alongside salary.
- For designated officers only (e.g. field officers, inspectors).

C. Transport of Personal Effects (Permanent Transfers/Postings)

Officers being transferred to new duty stations (especially permanent) may be supported for transporting:

Furniture

Personal belongings Family (if applicable)

Based on:

State Transport Company (STC) rates or approved transport operator. A travel certificate or movement warrant is usually issued.

D. Local Running / In-town Transport Allowance

This covers:

Taxi or commercial transport within city/town during official assignments. No fixed rates—reimbursement is based on:

Receipts or Estimated local fares pre-approved by Finance/Admin officer.

16.4. Accommodation Allowance

Accommodation allowances ensure that officers are not financially disadvantaged when posted away from their usual station, whether temporarily or permanently.

A. Temporary Posting Allowance

When an officer is temporarily assigned to a new station (e.g. for a project, training, relief duties), the following apply:

Hotel or Guesthouse Accommodation: Paid for up to 3 months

Supplementary Allowance: Officer receives 20% of their basic salary monthly to cover incidentals and temporary housing upkeep.

Conditions:

Assignment letter must specify temporary nature and duration. Hotel receipts may be required for audit.

Some ministries negotiate rates with hotels for cost efficiency.

B. Permanent Posting Allowance

an When officer is permanently transferred to a new duty station:

Officer is entitled to a one-time lump sum equivalent to 3 months of their basic salary. This supports rent, relocation, utility connections, and settling in.

Conditions:

Only payable once per transfer.

Must be authorized by Executive Secretary or any relevant body. Receipts may not be required, but relocation must be documented.

C. Rent Allowance (Off-Campus Housing)

For officers not provided official government housing:

Housing Status Monthly Allowance (% of Basic Salary) Owner-occupier 25% of basic salary

Private renter 20% of basic salary Eligibility:

Must declare housing status (own vs rent).

Subject to payroll verification and sometimes supported with tenancy agreement.

Policy Approval:

Approved By:..... Date of Approval:

[CHAIRMAN] Name and Signature

2..... Date of Approval.....

[BOARD MEMBER] Name and Signature

SECTION SEVENTEEN

FORMS AND TEMPLATES

Below are forms and templates to be used for Travel, Transport and Maintenance:

Appendix A: Travel and Requisition Form Appendix B: Vehicle Request Form Appendix C: Vehicle logbook Template Appendix D: Travel Expenses Request Form Appendix E: Vehicle Maintenance Request Form Appendix F: Driver Daily Checklist Appendix G: Fuel Request and Insurance Form Appendix H: Transport Incident Report Form

Appendix A: Travel Requisition Form

AHEFS TRAVEL REQUISITION FORM

Date of Request: Requisition Number:

Requesting Officer:

Name:.....

Department:..... Position:.....

Email: Phone:

Purpose of Travel:.....

Destination(s):.....

Travel Dates: From To

Estimated Duration: days

Mode of Transport:

☐ Vehicle ☐ Air

☐ Public Transport

☐ Other:..... Accommodation Required: ☐ Yes ☐ No

Per Diem Required: ☐ Yes ☐ No

Estimated Cost Breakdown (GHS):

- Transport:

- Accommodation: Per Diem:

- Other (specify):

****Total Estimate: GHS ****

Authorization:

Supervisor Name:.....

Signature:..... Date:

Approved by Finance:

Name:.....

Signature:..... Date:

Appendix B: Vehicle Request Form

AHEFS VEHICLE REQUEST FORM

Date of Request: Request Number:.....

Name of Requestor:

Department: Destination:

Purpose of Trip: Travel Date & Time:

Expected Return Date:

Number of Passengers:

Special Requirements:

Vehicle Type Required: Preferred Driver (if any):

Supervisor's Approval:

Name:.....

Signature: Date:

Transport Officer's Approval:

Name:

Signature:..... Date:

Vehicle Assigned: Driver Assigned:

Appendix C: Vehicle Logbook Template

AHEFS VEHICLE LOGBOOK

Vehicle Registration No: Make/Model:

| Date | Driver Name | Trip Description | Odometer Start | Odometer End | KM Travelled | Fuel Issued |

Remarks |

|-----|-----|-----|-----|-----|-----|-----|

| | | | | | | |

Appendix D: Travel Expense Report Form

AHEFS TRAVEL EXPENSE REPORT

Employee Name:

Position: Department:

Travel Period: From To

Purpose of Travel:

Approved Travel Budget: GHS

| Date | Expense Type | Description | Amount (GHS) | Receipt Attached (Y/N) | |-----|-----|-----|

|-----|-----|

| | | | |

****Total Expenses: GHS****

Employee Declaration:

I declare that the above expenses were incurred for official AHEFS duties.

Signature: Date:

Supervisor Verification:

Name:

Signature: Date:

Finance Review:

Approved [] Yes [] No

Name:

Signature: Date:

Appendix E: Vehicle Maintenance Request Form

AHEFS VEHICLE MAINTENANCE REQUEST

Date of Request: Vehicle Reg. Number:

Make/Model:

Reported By: Department:

Issue Description:

Proposed Garage/Workshop:

Estimated Cost: GHS

Transport Officer Recommendation:.....

Approved by Admin Manager:

Name:

Signature: Date:

Maintenance Completed On: Remarks:

Appendix F: Driver Daily Checklist

AHEFS DRIVER DAILY CHECKLIST

Driver Name: Vehicle No:

Date:

Pre-Trip Checks:

☐ Tyre Pressure ☐ Engine Oil
☐ Brakes ☐ Radiator Coolant ☐ Headlights/Indicators
☐ Fuel Level ☐ Windshield Wipers

Remarks:

Signature:

Appendix G: Fuel Request and Issuance Form

AHEFS FUEL REQUEST FORM

Date: Requestor Name:

Vehicle Registration No: Department:

Current Odometer Reading:

Amount of Fuel Requested (Litres):

Purpose:

Authorized by:

Name:

Signature: Date:

Fuel Issued By: Actual Litres Issued:

Fuel Voucher Number:

Appendix H: Transport Incident Report Form

AHEFS REPORT TRANSPORT INCIDENT

Date of Incident: Time:

Location: Vehicle Involved: Reg. No:

Driver Name: Staff/Passengers Involved:

Nature of Incident: ☐ Accident ☐ Breakdown ☐ Theft

☐ Other:

Detailed Description:.....

Was anyone injured? ☐ Yes ☐ No Police Report Filed? ☐ Yes ☐ No

Police Report Number:

Immediate Action Taken:

Reported By:

Name: Signature:

Date:

Transport Manager Review:.....

Corrective Actions:

Appendix I: Monthly Vehicle Utilization Report
AHEFS MONTHLY VEHICLE UTILIZATION REPORT

Month: Year:

Vehicle Reg. Number: Make/Model:.....

Date	Driver	Purpose	Start Odometer	End Odometer	KM Travelled	Fuel Used (L)	Remarks
------	--------	---------	----------------	--------------	--------------	---------------	---------

----	----	-----	-----	-----	-----	-----	-----
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Prepared by Transport Officer:

Name:.....

Signature: Date: