Volunteers National Organization for Development and Humanities Services

(VOLUNTEERS)

Travel Expenses Policy:

INTEROFFICE MEMORANDUM

Date:15, January,2025

To: All Volunteers Staff

From: Haja Mohamed Salih –Country Director

Subject: Revised Per Diem Rate –Effected from 1st Jan 2025.

Per Diem is to cover out of pocket expenses incurred for meals and incidentals when a staff travels outside her/his duty station on official business for an overnight stay. Per Diem is only provided when an employee is undertaking official travel at the request and with authorization of his [her supervisor. No receipts are required to claim Per Diem exempt if you have been accommodated in Hotel and not in Volunteers Organization guesthouses or taxi Fare.

1-Per Diem Daily Rates:

Per Diem rates for Sudan will vary according to location and resident status. The table below establishes the rates (effective 1 st Jan2025).

Status	Locations	
	Khartoum /Field outside state	Outside Khartoum to the field
Non-Residence in Sudan	USD 50	USD 50
Residence in Sudan	SDG equal to daily bank rate of 20 USD	SDG equal to daily bank rate of 15 USD

These rates will be reviewed periodically and adjusted based on inflation and exchange rate fluctuation. Nonresidents include visitors paid by Volunteers Organization, international TDYs and short term assignment employees. All non-resident per-diems are capped at 30 days unless approved by the supervisor, after which resident rates will apply.

2. Per Diem component's:

Expenses	Breakfast	Lunch	Dinner	Miscellaneous
Rate	15%	25%	35%	25%

If any of the above Per Diem components are provided by Volunteers Organization or by hotel within the bill, then the amount should be deducted from the daily rate proportionally.

3. Overnight field trip (domestic and international Travel) calculation

Travel Status	Day Of Departure	Days of Visit	Day of Return
Per Diem rate	If the check in is before 10 am the claim is 100%. After that the above per diem component deductions area lied	100%	75%

