

GIZ Tanzania

Reimbursement of expenses for subsistence costs and transport costs For duty trips within Tanzania – Counterpart of GIZ

With effect of 01/10/2023

Daily subsistence allowances (DSA) for the participation of partner (government) staff in joint program activities is generally considered as a partner contribution budgeted and paid by the participating partner institution. In order to reduce respective cost implications, activities shall ideally take place at the duty station of the participating partner staff and shall be limited to the essentially necessary partner staff.

If GIZ is covering such costs, a lump-sum daily subsistence allowance is paid. The local lumpsum allowances consist of 1) Food allowances and 2) Overnight accommodation allowance for travel inside Tanzania. The payments are made to cover costs arising from a duty trip. Where accommodation, a meal, or transport is provided by GIZ or another party, deductions from the respective allowance will be made.

For international travel, the daily subsistence allowance for the place of destination shall apply as stipulated in the country table in the annex of the travel regulations.

All amounts quoted in this document are Tanzanian Shillings.

Cities and Municipalities are defined for the rest of this document as follows:

- Cities: Dar es Salaam, Arusha, Tanga, Mbeya & Mwanza
- Municipalities: Moshi, Mtwara, Kilimanjaro, Kigoma, Musoma, Nyamagana, Singida, Sumbawanga, Bukoba, Geita, Kibaha, Morogoro, Njombe, Shinyanga, Songea, Tabora, Bariadi, Dodoma, Iringa, Lindi, Ilemela

1) Food allowance

The following table gives an overview of the amounts of the local lumpsum allowances to be paid:

Table 1: Food allowance

Lump-sum Allowances	Cities and Municipalities	Regional, District and other places
Reduced Food rate for either Departure & Arrival Day or Absence more than 8hrs per calendar day	55,000	45,000
Full Food rate for absence of 24 hours	75,000	65,000

If a person on duty travel is provided with free meals the daily subsistence allowance (DSA) shall be reduced by a percentage of the full rate as follows:

Breakfast 20%, Lunch 40%, Dinner 40%

2) Overnight allowances

Lump-sum payments will be made according to salary scheme and grade of the participant and the destination of the duty trip as outlined in Table 2

If a person on duty travel is provided with free accommodation, the overnight allowance shall be reduced by 100%.

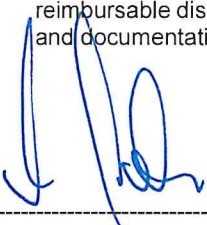
If the overnight allowance is not sufficient to cover the overnight costs for which evidence is furnished, GIZ shall reimburse up to the Maximum allowable accommodation cost against receipt as outlined in Table 2, beyond that, only with prior justification and approval from superior (this needs to be discussed and agreed by superior prior to trip).

Table 2: Overnight allowances

Expected titles	Government salary category	Cities and Municipalities	Regional, District and other places
Ministers, Deputy Ministers, Chief Secretaries, Permanent Secretaries, Deputy Permanent Secretaries, Regional Commissioners, Members of Parliament, Court of Appeal and High Court Judges, Members of Parliament, DGs/CEOs of parastatals and other similar level Presidential appointees	LSS (J) 1 - LSS (J) 3, LSS (E) 5 - LSS (E) 9, LSS (P) 1 - LSS (P) 6.	175,000	135,000
Directors, Assistant Directors, Heads of Department in Government and parastatal institutions, heads of non-governmental organizations, and councilors	LSS (E) 1 - LSS (E) 4	145,000	115,000
Senior officers, Principal officers, non-governmental representatives (not heads)	TGS F - TGS I, TGTS G-J, TGHS-E-L, TJS 4-6, AGCS 4-13, TGRS C-I, PSSF - PSS L-SAIS F, SAIS Q	95,000	85,000
Officers Grade II, Officer Grade I and other cadres	TGS C - TGS E, TGTS C-F, TGHS B - D, TJS 1-3, AGCS 2 - 3, TGRS A - B, PSS C - E, SAIS C - E TGS A - TGS B, TGOS A - TGOS C, TGHOS A - TGHOS C, PSOS A - PSOS C, TGTS B, TGHS A, AGCS 1, PSS A - PSS B, SAIS A - SAIS B	75,000	65,000
Maximum allowable accommodation costs against hotel bill and payment receipt		350,000	250,000

3) Transport costs:

- Travel by public transport is reimbursed on presentation of original tickets, boarding pass, or invoice.
- Lump sum travel cost of TZS 20,000 will be paid for the participant from the City & Municipality attending the event/Workshop within the same City or Municipality likewise TZS 20,000 for Regional, Districts and others (who are not receiving overnight allowance)
- Travel by car from One City, Municipal, Regional, Districts to another City, Municipal, Regional or District (exclusively Government vehicles) will be reimbursed on a km-based rate (TZS 50,000 per 100 km, reimbursable distances according to official charts). The reimbursement of travel by car requires prior approval and documentation.



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