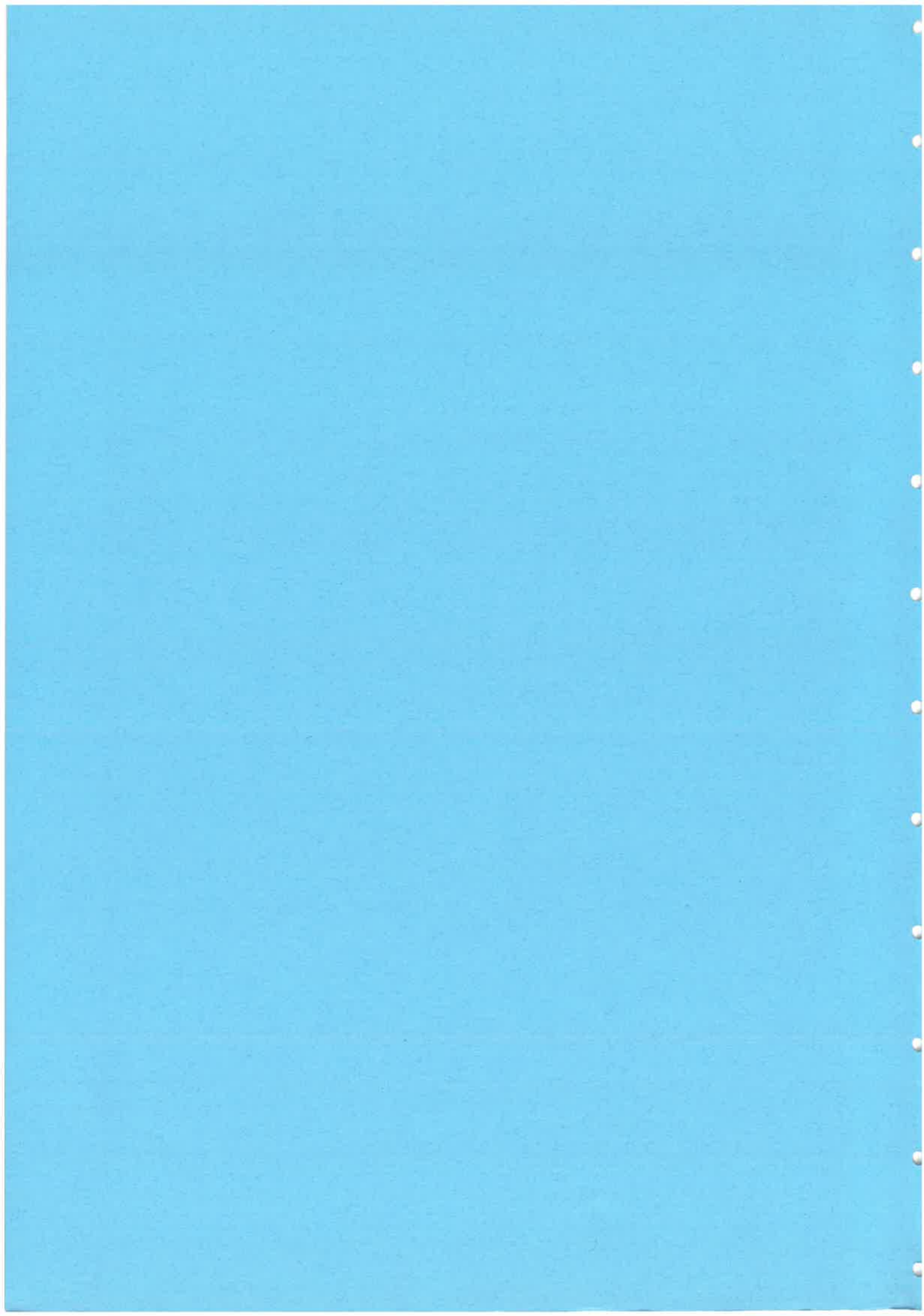




CHRISTIAN SOCIAL SERVICES COMMISSION (CSSC)

TRAVEL POLICY

NOVEMBER, 2021



APPROVAL PAGE

This policy and procedures apply to Christian Social Services Commission Offices. It is the responsibility of all employees to follow the policies and procedures herein.

Approval by Executive Council Chairperson:

Approved..... (signature)

Date.....



TABLE OF CONTENTS

1.0	Preamble	4
2.0	Abbreviations and Acronyms	5
3.0	Introduction.....	6
3.1	Christian Social Services Commission.....	6
3.2	Vision Statement	6
3.3	Mission Statement	6
3.4	Objectives.....	6
3.5	Activities	6
3.6	Zones	6
4.0	Definitions.....	7
5.0	Policy Details	7
6.0	Approvals	7
7.0	Travel Management.....	8
7.1	Travel Expenses.....	8
7.2	Unused Tickets/Cancellations.....	8
7.3	Reservation Restrictions	8
8.0	Allowances	9
8.1	Cssc Staff Subsistence Allowance.....	9
8.2	Government Officer's Subsistence Allowance.....	9
8.3	Beneficiary Participant's Subsistence Allowance	10
8.4	Staff Traveling Within The Country On Official Duty.....	10
8.5	Group Bookings/Workshops/Conferences	11
8.6	Staff Traveling Internationally	11
9.0	Routing and Class of Travel.....	11
10.0	Supporting Documentation	11
11.0	Travel Insurance	12
12.0	Travel Report.....	12
13.0	Roles And Responsibilities	12
14.0	Appendices.....	13



1.0 PREAMBLE

This Travel Policy (hereinafter to be referred to as the "Policy and Procedures"), as approved by the Executive Council of the Christian Social Services Commission (hereinafter referred to as CSSC), to achieve one main objective which is to ensure that staff, partners, vendors, and recipients travels are planned, coordinated, supported effectively, efficiently and economically is achieved.

The Executive Director of CSSC, in consultation with the Senior Management Team, has the responsibility for determining the need and content of the Policy. All Heads of Departments have the responsibility for administering the Policy and Procedures in compliance with its content and in a consistent manner for the good of the Department and its employees. The Policy and Procedures are consistent with the CSSC Constitution and policies.

The policy is structured to enhance clarity and create a cost conscious environment across the entire organization for all employees and others who travel on organization business without adversely affecting employees' productivity, comfort and safety. It seeks to entrench a culture of efficiency, cost optimization and safety. To achieve this, we all need to take care of what is provided by the organization as tools of work.

This Policy and Procedures will be reviewed after every five (5) years. However, the Senior Management Team (SMT) may initiate amendments anytime if gaps identified have severe impact to the organization. The Senior Management Team (SMT) by make recommendations to the Executive Director for consideration. Any proposed amendments shall be forwarded to the Executive Council for review and approval. shall be informed in writing of any amendments to this Policy and Procedures in a timely manner.

2.0 ABBREVIATIONS AND ACRONYMS

CSSC	-	Christian Social Services Commission
EFD	-	Electronic Fiscal Device
ERP	-	Enterprise Resource Planning System
FAA	-	Field Activity Advances
FBO	-	Faith Based Organization
HQ	-	Head Quarters
HR	-	Human Resource
NGO	-	Non-Governmental Organization
SMT	-	Senior Management Team
PPP	-	Public Private Partnership
ZPF	-	Zonal Policy Forum

3.0 INTRODUCTION

3.1 Christian Social Services Commission

The Christian Social Services Commission (CSSC) was established in 1992 as an ecumenical body for facilitating delivery of social services focusing on Education and Health.

3.2 Vision statement

A society in which all people have access to quality health and education.

3.3 Mission Statement

To strengthen the delivery of health and education services by Church institutions - through advocacy, capacity building, coordination and partnerships - inspired by the compassion and love of Christ.

3.4 Objectives

1. To contribute to the physical, mental, social, and spiritual development of Tanzanian people through facilitating the provision of quality social services to all people regardless of colour, race or creed, and;
2. To foster promotion, improvement and expansion of education, health and other social services all over Tanzania

3.5 Activities

With the above mentioned strategies, CSSC will perform the following activities:

- Advocate and lobby for policies to improve health and education services;
- Offer trainings for personnel of health and education institutions;
- Maintain networking among stakeholders in the education and health sector;
- Support public private partnerships (PPP) between the Government and private health and education services providers;
- Build, rehabilitate and equip church run health and education facilities; and
- Implement of various projects in health and education funded by International organization

3.6 Zones

To harness countrywide broad-based policy dialogue and input, in 2001 CSSC decentralized its set up by establishing policy dialogue forums in five zones as follows:

- Eastern Zone (Dar es Salaam, Coast, Tanga, Morogoro and Dodoma, Lindi, Mtwara and Zanzibar Islands)
- Lake Zone (Mwanza, Geita, Mara, Shinyanga, Simiyu and Kagera)
- Northern Zone (Kilimanjaro, Arusha and Manyara)
- Southern Zone (Iringa, Njombe, Mbeya, Ruvuma, Rukwa and Songwe)
- Western Zone (Singida, Katavi, Tabora and Kigoma)

The role of the Zonal office is to realize CSSC's decentralized structure and allow close support to CSSC's member institutions. It is implementing headquarters' efforts at Zonal level as follows:

- To coordinate between CSSC HQ and stakeholders (Diocesan Senior Leadership, Regional/Local Government and NGOs) on community social services (Education and Health);
- To advocate for the functionality of social institutions and cooperate with stakeholders on awareness regarding health and education service delivery to communities;
- To lobby for inclusion of FBOs in the Government supported Comprehensive Council plans;
- To advocate for Public Private Partnerships (PPPs) in the various available fora;

- To conduct a forum for church leaders (Ecumenism) to share experience, e.g. on addressing the sector Policy Reform on social services;
- To promote CSSC as an instrument of deliberating church's social services as related to social political changes and contribute to its sustainability;
- To advocate for equitable and affordable quality health and education services;
- To monitor the implementation of issues raised from the zonal policy forum (ZPF), CSSC HQ or other relevant partners; and
- To organize capacity building sessions to health and education service providers.

4.0 DEFINITIONS

- a) **Acceptable Means of Transportation** these are approved different kinds of transport facilities used for moving goods and people from one location to the other. CSSC acceptable means of transport are flight, Bus, Boat or Office Motorcycles, office and hired vehicles.
- b) **Budget Holder** is the person who is ultimately responsible for ensuring that the budget is followed and is accountable for spending decisions of the Program.
- c) **Line Manager** is also known as supervisor is the direct managers, oversee other employees and operations.
- d) **Travel** is the movement of people between distant geographical locations. This policy consider travel as movement for a day or more than 4 hours of continuous driving one way or a travel of 190 kilometers from the duty station.
- e) **Per diem** is an allowance or payment made for each day spent away from the duty station for business trip. The Senior Management Team (SMT) establishes, reviews and approves the per diem rates from time to time.
- f) **Pre-identified Hotel** is a prequalified Hotel which has agreed to offer hotel services to CSSC staff and guest at a certain rate.

5.0 POLICY DETAILS

This document defines the specific policy to be followed when traveling on official CSSC business. Official domestic, regional and intercontinental duty travel is authorized when the travel is essential to the needs of the CSSC and these needs cannot be satisfied by a more economical means.

The guiding principles are:

- a) each staff member at CSSC has the responsibility for adopting a cost conscious approach to business related travel. Where travel is required staff shall travel in a class that is appropriate and cost effective;
- b) travel is only to be undertaken when absolutely necessary and when the use of other options, such as, video/web or audio conferencing is not feasible;
- c) all travel must be notified by raising a request and approved in advance as per this policy; and
- d) travel reservations should be made as far in advance as possible in order to take advantage of favorable rates
- e) Staff to observe the safety and security guidelines at all time during the travel.

6.0 APPROVALS

For domestic travel, approvals are required from the Line Manager or Budget Holder while for the international travel; approval is required from the Executive Director. Budget Holder is required to verify all the Travel request. Requests for domestic travel should be made at least 7 days before date of travel, while for International travel should be made 10 days before the date of travel.

It is intended that a consistent and equitable practice with respect to incidence and reimbursement of expenses be maintained throughout the organization. The Executive Director has the final responsibility for interpretation of this Travel Policy.

7.0 TRAVEL MANAGEMENT

The efficiency of air travel arrangements, including cost and scheduling, is optimized when all CSSC business are through identified service provider and travel agency. Therefore, all air travel on behalf of CSSC should be booked through the identified service provider and travel agency.

All employees who travel on behalf of CSSC must complete a Travel Authorization Form (Appendix 1) duly approved by the relevant official. Similarly, all travelers should complete a travel profile. The travel agency will maintain this profile which can be changed at any time by the traveler.

The travel agency is guided and will confirm the lowest airfare available as well as other options on the requested itinerary based on the traveler's needs. When a significant saving can be made, travelers are expected to achieve these savings. The traveler will, however, have the option of deciding whether the alternative is acceptable or unacceptable. If the traveler declines the lowest airfare, the lost savings will be reflected on the traveler's itinerary by the travel agency.

The guiding principles are:

- a) all air travel will be booked using the least cost most direct route possible;
- b) all travel will be by economy class for all staff unless permitted by the Development Partner; and
- c) travel by business class is permitted if the total journey time is more than fourteen hours and this is applicable to all staff.

7.1 Travel expenses

- a) All travel bookings must have been budgeted for and approved in advance.
- b) CSSC will cover all travel costs for road, rail, sea and/or air travel including airport fees, on transit cost, as well as for journeys to and from the Airport, Bus, Port and Railway station.

7.2 Unused tickets/cancellations

Any unused non-refundable airline tickets must be reported to the travel agency immediately. If a paper ticket was issued, the tickets must be returned immediately to the travel agency. Unused non-refundable tickets will be noted in traveler's profile who is encouraged to use them for a future trip.

Unused or partially used airline tickets must be returned for refund/credit within one week of trip cancellation or trip completion.

7.3 Reservation Restrictions

- a) No more than Three Senior Management Team members may travel on the same means of transportation (such as flight, Bus, Boat or office vehicle) unless with prior approval of the Executive Director.
- b) A travel requisition form must be completed online/manually and approved by the Line Manager or Budget Holder prior to commencement of the travel booking process. All Air travel local and international must be approved by the Executive Director. Budget Holder is required to verify all the Travel request.

8.0 ALLOWANCES

8.1 CSSC Staff Subsistence Allowance

- a) For the purpose of interpreting this section, 'per diem' means out of pocket allowances given to an employee who spends a night out of their receptive duty station or primary residence during authorized official duties.
- b) Per diem is only payable for trips that involve spending a night away from the duty station. However, for the time that staff will be required to travel for a day or more than 4 hours of continuous driving one way or a travel of 190 kilometers from the duty station, 50% of the approved staff per diem rate will be paid.
- c) Accommodation is payable to staff who stay overnight out of their duty station. Where CSSC arrange accommodation for staff, CSSC will not accept extra hotel or guest house bills such as laundry bill.
- d) In incidents where staff are attending meeting/conference/training either organized by CSSC or any other institute, and where lunch is provided, then staff will be paid 50% of the approved staff per diem rate will be paid.
- e) Transportation cost; to and from airport or bus terminal or to and from office to attend a business activity must comply with the Vehicle and Motorcycle use policy and procedures. If the use of Taxi is approved, traveler will attach separate receipt to travel retirement report. Use the most economical and cost effective means of transport.
- f) CSSC will facilitate or provide transport or cover transport cost to and from hotel to staff while on the Business trip.
- g) Staff from partners, not seconded, assigned, nor on a consultant's contract, but travelling in support of a CSSC's project is entitled to receive subsistence allowance according to this policy.
- h) At time participants to CSSC events do not fall clearly in to definition as a partner, the per-diem rates are as per the sub-agreement.
- i) All other participants to CSSC events that are not project beneficiaries or government officials will be provided per diem based on CSSC rates only and not otherwise.
- j) The Senior Management Team (SMT) will approve the per diem rates for meals and out of pocket allowance for both local and International travel from time to time. Staff are advised to obtain guidance on these rates prior to their travel.

8.2 Government Officer's Subsistence Allowance

Government officials' rates for subsistence allowance are to be based on government rates according to the government circular on subsistence allowance but only in the case where the Development Partner has agreed to fund the Government rate.

A letter from the Government should also be provided to the participants which defines the timeframe of engagement that qualifies for such payments and tabulates the published government rates. When Government officials use their own vehicles, personal or official, the AA (Automobile Association) mileage and distance rate will apply. Prior approval must have been given by CSSC for Government officials or partners to use their own transport.

Government officials must submit proof of travel for payment to be processed.

8.3 Beneficiary participant's Subsistence Allowance

Where project beneficiaries are invited to meetings or activities that require them to pay for travel, CSSC will reimburse the travel cost upon submission of a valid travelling document.

Beneficiaries will be paid per diem and accommodation as per the approved Beneficiary participant's per diem rates. Specific program may establish its own beneficiary participant's per diem rates based on program approved budget. However, specific program Beneficiary participants per diem rates should not exceed the Senior Management Team Approved Beneficiary participants per diem rates.

Accommodation is payable to Beneficiaries who stay overnight out of their Location. Where CSSC arrange accommodation for Beneficiaries, CSSC will not accept extra hotel or guest house bills such as laundry bill.

In incidents where Beneficiaries are attending meeting/conference/training organized by CSSC and lunch is provided, then Beneficiaries will be paid 50% of the approved Beneficiary participant's per diem rates.

The Senior Management Team will review and approve the Beneficiary participants per diem rates from time to time.

8.4 Governing Board member (Higher organ members)

Where Governing Board members (Higher organ members) are invited to meetings or activities that require them to pay for travel, CSSC will reimburse the travel cost upon submission of a valid travelling document.

Governing Board member (Higher organ members) will be paid per diem and accommodation as per the approved Governing Board member per diem rates.

Accommodation is payable to Members who stay overnight out of their Location. Where CSSC arrange accommodation for Beneficiaries, CSSC will not accept extra hotel or guest house bills such as laundry bill.

In incidents where Governing Board members are attending meeting/conference/training either organized by CSSC or any other institute then Members will be paid 50% of the approved Governing Board member per diem rates.

CSSC will facilitate or provide transport or cover transport cost to and from hotel to staff while on the Business trip.

The Governing Board will review and approve the Governing Board member per diem rates from time to time.

8.5 Staff traveling within the country on official duty

Accommodation will be provided on a bed and breakfast basis only and should be booked prior to staff travelling. The proper booking process must be followed. Staff may claim breakfast if he/she provide receipts that confirm breakfast was neither included nor served as part of the accommodation.

Staff do not have to surrender receipts or account for meals and out of pocket allowances. However, if a staff member has to travel urgently and a hotel booking cannot be made in good time, an imprest will be provided and as far as possible the staff member should book themselves in CSSC pre-qualified hotels. Payment should be made directly on check out and a valid auditable receipt, preferably Electronic Fiscal Receipt – EFD provided for accounting purposes. Accommodation cost should not exceed the ceiling in the relevant locations. If accommodation is sought in a guest house

where breakfast has not been provided, the staff is eligible for claiming the breakfast component.

8.6 Group bookings/Workshops/Conferences

Depending on the nature of a particular meeting, bookings may be made on a half board or a full board basis. If the booking is on a half board basis the staff member/participants will be entitled with dinner and incidental. If the booking is full board the staff member will be entitled with incidental only.

Staff do not have to submit receipts or account for meals and out of pocket allowances.

8.7 Staff traveling internationally

Accommodation will either be arranged by CSSC or Staff;

- a) If arranged by CSSC; bed and breakfast basis only will be provided and should be booked prior to staff travelling. The proper booking process must be followed. Staff do not have to submit receipts or account for meals and out of pocket allowances.
- b) If arranged by Staff; an imprest will be provided and as far as possible the staff member should book themselves. Payment should be made directly on check out and a receipt provided for accounting purposes. Staff do not have to submit receipts or account for meals and out of pocket allowances.

9.0 ROUTING AND CLASS OF TRAVEL

All official travel must be by a direct route (also known as a usually traveled route). When, for personal convenience, a traveler interrupts travel on a direct route or travels by an indirect route, the traveler must bear any additional costs incurred as a result. The traveler may only receive reimbursement for the amount that direct, uninterrupted travel would have cost.

- a) However, in the event that the traveler wants to use premium air travel, the traveler will be required to pay for the upgrade to premium class air travel from their own pocket.
- b) If a traveler elects to upgrade their travel arrangements and pay the difference between the premium class and economy class fares, he/she must certify on the travel authorization that the least costly economy class fare (as certified by the appointed travel agent) was used to calculate the difference.
- c) The travel authorization must include a statement such as, "The traveler is paying for the difference between economy class and premium class. The difference was calculated using the least costly type of economy class fare available." The traveler must certify this statement on the travel voucher.
- d) If a member of staff decides to break or re-route their journey for personal reasons, the working days will be taken as leave.
- e) Expenses will only be met by CSSC and approved by respective supervisors for duty days worked. Any other expenses including change of flight penalties and accommodation beyond the duty days will be treated as personal expenses and will not be approved by the supervisor.
- f) CSSC shall cater for the necessary hotel accommodation for the days on duty. If a staff member chooses to stay longer for their personal reasons, they shall then cater for their own expenses for the extra days spent.

10.0 SUPPORTING DOCUMENTATION

Supporting documentation including Bus ticket, boarding passes and Taxi Receipts must be retained and surrendered to finance for any travel paid for by CSSC.

11.0 TRAVEL INSURANCE

All travelers on official international business for CSSC must have adequate travel insurance. The organization will maintain travel insurance to cover its staff travelling on official business. This insurance should cover at a minimum emergency medical expenses, medical evacuation to home country and repatriation in case of death. Travelers should also be provided with war-risk insurance coverage if available.

Insurance for all the official local business travels covered in the Human Resources Policy.

12.0 TRAVEL REPORT

The Traveler has the responsibility of ensuring that retirement of their travel impress is done within 7 working days upon completion of their business trip. Retirement with receipts, boarding pass (if applicable), travel report must be submitted and all unspent amounts if any must be deposited in CSSC's bank account. Failure to do so may result in disciplinary action being taken against the Traveler accordingly.

No travel impress request will be processed as long as the traveler concerned has an unsettled previous travel Impress. Where back to back travel is envisioned, then the employee should get the supervisor's approval to process additional imprest as may be required.

The traveler will in appropriate circumstances make a report of the travel on returning from the trip. Such reports shall include a report of the work done, key decisions made and major outstanding actions. Group photos shall only be required for field activity advances (FAAs) and not for individual travel impress.

13.0 ROLES AND RESPONSIBILITIES

- a) **Traveler Responsibility**
Traveler is responsible for the timely reconciliation of his or her travel retirement and providing full documentation as verification of each expense.
- b) **Head of Department / Line Manager Responsibility**
Head of Department / Line Manager approving retirement is responsible for reviewing the expenses submitted by their direct reports for validity, accuracy, compliance and appropriate documentation prior to timely approval of the expenses.

14.0 APPENDECIES

Appendix 1 - Travel Authorization form

Appendix 2 - Travel Liquidation Form



Christian Social Services Commission
P.O. Box 9433, Dar es Salaam

TRAVEL AUTHORIZATION FORM

Personal Details

Full Name	Designation:	Department:

Personal Details

Departure date:	Return date:	Duration (days)	Purpose of travel

Means of Travel: Means of transport: () Plane () car () bus

*Will you need transport while out of duty station? YES/NO

Advance Request - Accounting Details

Fund Code:	Project Code:	Activity Number	Staff Account ID	GL/Account Number	Reporting Dimension	Amount (TZS)

Staff Signature: _____ Date: _____

Review and Approval:

[] Previous Imprests retired

[] Imprest still outstanding

TZS _____

Reviewed by: _____

Date: _____

Accountant

Certified by: _____

Date: _____

Budget Holder /Supervisor

Approved by: _____

Date: _____

Executive Director

Note:

1. All car hires while working out of duty station must have prior approval of the Supervisor/Budget Holder
2. All Air travel local & international should be approved by the Executive Director



CHRISTIAN SOCIAL SERVICES COMMISSION
P.O. BOX 9433 DAR ES SALAAM
IMPREST RETIREMENT FORM

STAFF NAME: _____

STAFF ERP ACCOUNT ID: _____

RETIREMENT DATE: _____

TIME OF Departure (To): _____
TIME OF Arrival: _____

TIME OF Departure (Return): _____
TIME OF ARRIVAL: _____

Record all figures in TZS	DAY & DATE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													</
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I declare that the above information is true and correct, the pertinent Receipts are attached

Employee Signature

Review Signature
Accountant

Approval Signature
Supervisor/Budget Holder

