



**NETWORK OF PEOPLE LIVING WITH HIV AND AIDS IN NIGERIA  
(NEPWHAN)**

**TRAVEL POLICY AND PROCEDURES MANUAL**

**JUNE, 2013**

## TABLE OF CONTENTS

<b>CHAPTERS</b>	<b>PAGE</b>
Table of Contents	2
Goal, Vision & Mission Statements	3
Special Note	4
NEPWHAN Background	5
Values at NEPWHAN	6
Introduction, Office Operation Policy	7
Standard of Ethical Conduct	8
<b>1. TRAVELS</b>	
Purpose & Application and Policy	9
<b>2. EMPLOYEES' RESPONSIBILITIES</b>	<b>10 -12</b>
Expectations, Travel Authorization, Visa and Passports, Travel Advance Requests, Negotiations and Receipts, Timely Retirement of Advances, Refund of unused Balances, And Records Retention	
<b>3. LODGING</b>	<b>13</b>
PER Diem Travelling Days	

**GOAL:**

To advocate for the rights of PLHIV in Nigeria and seek to put in place comprehensive HIV and AIDS prevention, care and support services

**VISION:**

A country where PLHIV are given equal rights and privileges like every other member of the society

**OUR MISSION**

To empower, strengthen and coordinate all support groups, state networks, constituencies, associations and organizations of people living with HIV and AIDS in Nigeria to contribute meaningfully to the national response.

## **SPECIAL NOTICE**

This Human Resources Policy Manual was first developed and adopted in June 2009 with the technical support of Management Science for Health (MSH). The provision of these policies, procedure and manual are subject to annual review by Management Board. Efforts shall however be made by Administration Department to issue due notice when changes and revisions occur and such changes will duly be incorporated in the next issue.

## **NEPWHAN Background**

NEPWHAN refers to the central coordinating body of all support groups of people living with HIV/AIDS (PLHIV) who choose to register with the body throughout the country. Being a central coordinating body implies that it does not execute programs while it assists its member support groups to carry out its stated mission and activities leading to achievement of our goal and objectives. NEPWHAN however is actively involved in the mobilization and capacity development of PLHIV throughout the Federation and organizing them into new or existing support groups thereby broadening its own organizational base.

HIV was given official recognition in Nigeria when the first case was announced in 1986. As in other parts of the world the infection came into Nigeria with its full complement of attending fear, stigma, discrimination and rejection. It is therefore not surprising that PLHIV tended to hide their status. Even when terminally ill, the cause of their illness is rather ascribed to other infections such as Tuberculosis. At that time, government was still in denial and there was therefore no commitment of any sort to HIV response by government and its arms. Responses to the epidemic in the country were mainly by non-governmental organizations (NGOs) including faith-based ones and international agencies that were only operating half-heartedly due to the political climate at the time.

Lack of capacity and basic infrastructure however severely limited activities of NEPWHAN. In the year 2000, PLHIV from all over the nation were again called together to fashion a way to move the network forward and invigorate the executive. A new executive was put in place at this meeting. The mission of the network was set at –\_To empower, strengthen and coordinate all support groups, state networks, constituencies, associations and organizations of people living with HIV and AIDS in Nigeria to contribute meaningfully to the national response. Its goal; “ To advocate for the rights of PLHIV in Nigeria and seek to put in place comprehensive HIV and AIDS prevention, care and support services.” The vision of the network was;\_“ A country where PLHIV are given equal rights and privileges like every other member of the society”

In terms of directional thrust, the network set itself two main tasks:

- a. Mobilization of PLHIV all over the country, organizing them into support groups and empowering them to join in the national response with the aim of reducing and eventually eliminating further spread of the virus.
- b. Mitigating the impact of HIV and AIDS on the life of PLHIV, PABAs, orphans and other vulnerable children.

### **Values at NEPWHAN**

- Empowering individuals and institutions to improve the health status of populations at risk as a positive contribution to social justice.
- Personal integrity, high moral standard, commitment to our shared mission, and excellence in our work are expected.
- Common courtesy in our personal interactions, a collaborative working style, and concern for the rights of others are the chief manifestations of, and basis for, building NEPWHAN's mission.
- Pursuit of public health goals at NEPWHAN is driven by their importance, by the possibility of positive impact, and by technical and financial feasibility, not by potential profitability. Hence, NEPWHAN is constituted as a nonprofit corporation to serve the public interest.
- The immensity of the tasks we face in public health management requires a high degree of humility. Our individual energy, intellect, sense of humor, and dedication can make a difference.
- Management support for development means long-term commitments to our clients and colleagues. It demands that we work for the success of others, promoting their capacity to work more effectively and independently and placing a higher value on facilitating their success than on personal or organizational recognition.

## **INTRODUCTION**

This policy manual exists to promote unity through a common understanding of what is expected of NEPWHAN and her employees. This document shall be subject to a review annually, in order to reflect current practices.

- NEPWHAN will hire and retain employees, and provide those securities and insurance benefits and rights under the guidelines of Nigerian labour law and as provided by the project under which the staff is hired.
- NEPWHAN will treat employees in a manner in keeping with the mission and ethical standards of the organization.

To support the mission, NEPWHAN is committed to:

- Employing staff who are recognized for technical excellence, integrity and dedication;
- Collaboration with colleagues on the basis of mutual respect and shared goals;
- Providing a workplace that is professionally stimulating and supportive;
- Ensuring the protection of the health, safety and welfare of men and women in NEPWHAN will take affirmative action to ensure that qualified applicants are employed and are treated without regard to their race, age, color, religion, sex, national or ethnic origin, social or marital status, physical disability or HIV status.
- In accordance with the labour law of Nigeria, NEPWHAN will ensure equal opportunity for women, in relation to remuneration, employment security and provision of maternity and paternity leave.
- NEPWHAN shall maintain ethical standards in the hiring and termination of all staff.

### **Office Operations Policy**

NEPWHAN will set operation policies in collaboration with the management team,

- Following sound business practices and complying with any applicable Nigerian law and donor requirements where necessary;
- Providing a workplace that is secure, comfortable and efficient;
- Creating policies that treat employees equitably;
- Implementing procedures that safeguard assets and equipment from loss, fraud or misuse.

### **Standards of Ethical Conduct**

Personal integrity is considered to be the most important contribution an individual may bring to NEPWHAN. NEPWHAN expects all employees to adhere to the highest standards of ethical conduct in their professional and private affairs. General standards of conduct include avoiding any action that might result in or create the appearance of:

- obtaining personal financial gain from one's position or activities with NEPWHAN;
- facilitating the financial gain of a competitive organization or individual through disclosure of confidential information about NEPWHAN;
- failure to properly account for NEPWHAN fund with which one is entrusted;
- failure to report personal use of NEPWHAN facilities (e.g. vehicles, furniture, and other equipments)
- All employees shall be loyal to the policies, procedures and activities of NEPWHAN above all other considerations.

Fees, honoraria, and gifts of nominal value may be accepted by a staff member. However, acceptance of any gift, meal, or social invitation which is not in keeping with good business ethics, or which obligates the staff member or the recipient, is in conflict with NEPWHAN interest is prohibited.



## CHAPTER ONE

### TRAVELS

#### 01.01 PURPOSE

The purpose of this policy is to define the policy and procedures for initiating travel, requesting advances and reconciling and reimbursing travel costs. This policy applies to all staff located at, or contractors hired by NEPWHAN and the State Offices funded by NEPWHAN.

It is the policy of NEPWHAN to reimburse all persons whose travel is authorized and funded by NEPWHAN. Reimbursement is normally based on policies and restrictions by NEPWHAN Office conditions.

Authorized travellers may apply for a reasonable travel advance prior to starting their travel as long as reconciliation of previous travel advances has been completed.

#### 01.02 APPLICATION AND POLICY

All travellers must complete a NEPWHAN Travel Expense Report within seven days of the conclusion of their travel. Finance must be in possession of a completed Travel Authorization form and any outstanding Expense Reports from any previous trips before further travel authorizations and advances will be released. NEPWHAN Management reserves the right to deduct the value of travel advances outstanding for more than two month from the traveller's next payroll.

As part of its responsibilities towards its travelling employees, NEPWHAN will provide:

- **ACCOMMODATION:** NEPWHAN will provide reasonable accommodation for overnight stay or admit as allowable or reimburse any such amounts incurred as expense by the travelling employee in respect of lodging within the limits set out in the approve budget of the organization upon submission of hotel receipts.
- **PER DIEM:** NEPWHAN will provide a meals & incidental allowance as set out in Attachment A and modified from time to time. The following limitations on Meals and Incidental Expenses (M&IE) apply;

<b>When Travel Is</b>	<b>Your allowance is:</b>
On the day of departure	75% of the applicable M&IE rate
Full days of travel away from post	100% of the applicable M&IE rate
On the final day of travel	75% of the applicable M&IE rate

**WORKSHOP COSTS AND DEDUCTIONS:** For NEPWHAN-organized events, NEPWHAN will pay for meeting room rental and reasonable costs associated with providing coffee, tea and break food at meetings and workshops for participants and facilitators and will not deduct that cost from per diem. At the determination of NEPWHAN, if there is no facility close to the venue to provide individual lunches within a reasonable cost and time period, NEPWHAN will provide lunch for participants. Participants will be notified in advance of their per diem entitlement based on what meals will be provided at the meeting. Current deductions are outlined in Attachment A.

- **TRANSPORTATION:** NEPWHAN will provide a means of transportation or admit as allowable or reimburse any such amounts reasonably incurred as expense by the travelling employee in respect of transportation. Travel to another location must be arranged in the most expeditious and economic manner possible. Costs will not be reimbursed in excess of regular economy airfare. Airfare and other public transportation will only be reimbursed on the basis of submitted boarding passes.
- Travellers by road for NEPWHAN programmes are entitled to N35.00 per kilometre.
- **LOCAL TRANSPORTATION:** NEPWHAN will reimburse taxi fare to participants attending an in-town meeting held away from where they would normally report for work. The reimbursement only covers the cost of travel from where the participant normally reports to work to the site of the venue and back. Receipts are required for fares greater than or equal to ₦1,500.
- **COMMUNICATIONS:** NEPWHAN will reimburse as applicable for communication expenses (telephone, fax, e-mail, etc) where it is established that it was impossible to use NEPWHAN's facilities at the assignment location. Expenses must be identified and receipted.
- **OTHER COSTS:** NEPWHAN will reimburse such other costs (conference registration fees, airport tax, parking fees, etc) that have been outlined in the Travel Authorization and have been incurred wholly, reasonably, exclusively and necessarily in the line of duty while travelling.

## CHAPTER TWO

### EMPLOYEES' RESPONSIBILITIES

#### 02.01 EXPECTATIONS

In return for the above commitments from NEPWHAN, the travelling employee shall:

#### 02.02 TRAVEL AUTHORIZATION:

The employee shall complete a Travel Authorization form in a timely manner and make sure all necessary signatures are obtained.

#### 02.03 VISAS AND PASSPORTS:

Any employee travelling internationally must ensure that they have a valid passport and submit their visa application in a timely manner. Some visa applications can take up to one month so plan accordingly. Tickets will not be purchased until visas have been obtained. It is the traveller's responsibility to ensure that all application documents are completed and properly submitted sufficiently in advance for the visa to be obtained. Should a visa be obtainable when entering the country directly, a receipt will be required in order to be reimbursed.

#### 02.04 TRAVEL ADVANCE REQUESTS:

The employee or contractor may submit a Travel Advance request no less than 3 days in advance of the proposed travel date to allow processing by Finance department. No new travel advances will be issued until all outstanding expense reports have been submitted.

#### 02.05 NEGOTIATIONS AND RECEIPTS:

Employees will make every effort to negotiate transactions in a manner that will guarantee that NEPWHAN receives the best value for money and that donor regulations are honoured. This would include, for example, ensuring not to pay VAT to service providers. Employees will also obtain receipts (or other form of support documentation) for all payments made. All expenses except per diem and local transportation less than ₦1, 500 must be supported with appropriate documentation.

#### 02.06 TIMELY RETIREMENT OF ADVANCES/REPORTS:

- The employee agrees to retire and account for any advances that s/he may have received from the office in respect of an official trip using the appropriate Travel Expense Report. This must be done within seven days of returning from the trip.
- Report of any field work conducted shall also be submitted along with the financial retirement.
- **Advances or balances due to NEPWHAN which are more than one month outstanding or are outstanding at the end of the fiscal year will be deducted from the employee's salary.**

**02.07 REFUND OF UNUSED BALANCES:**

The employee agrees to promptly pay to NEPWHAN any such amount that may have remained as unspent from advance(s) received (i.e. Advance Received less Total Qualifying Expenses) and collect an official receipt.

**02.08 RECORDS RETENTION:**

The employee will make and keep photocopies of all associated/relevant documents for future reference.

## CHAPTER THREE

### LODGING

#### 03.01 MAXIMUM LODGING AND PER DIEM AMOUNTS:

Location	Full Day's Per Diem Rate (₦)	Travelling Day's Per Diem Rates** (₦)
Lagos, Abuja and Port Harcourt, Calabar, Kano, Bayelsa, Borno, Kaduna	10,000	7,500
All other Locations	8,000	6,000

#### 03.02 Travelling Days

**These** are those days that the employee actually commutes between usual base and field assignment location. Travel Day rates are applicable irrespective of your departure or arrival time. The per diem figures shown above are intended to cover ALL of the traveller's meals and incidental expenses of a personal nature. Whenever the nature of the employee's travel necessitates his/her benefiting from meals provided by NEPWHAN or by another organizing authority, the following deductions will be made from the per diem:

Location	Maximum Lodging per night* (₦)
Abuja, Lagos, Calabar, Kano, Bayelsa, and Port Harcourt	15,000
All other locations	10,000

- *Lodging is normally arranged on the basis of availability and previously negotiated rates by NEPWHAN. NEPWHAN will not reimburse in excess of the rates normally made available to the NEPWHAN.*