



4. APN 2010 Financial Regulations

(as of 01 April 2010)

The regulations set forth indicate what costs can and cannot be covered by APN funding and to what extent.

I. Basic Principle

As a basic principle, the APN encourages Project Leaders to use existing resources, such as employed staff, office space and equipment to the maximum extent possible, and to have joint financing arrangements.

II. Remuneration

APN funds **CANNOT** be used for administrative staff payments; nor to replace or supplement the salary of existing researchers, including Project Leaders and Collaborators that are receiving full-time salary support.

In certain cases, and if agreed upon in advance with the APN Secretariat, the following may be possible:

- i. The hiring of part-time assistants if deemed necessary to conduct the project/activity;
- ii. Part-time fees may be paid to the Project Leaders/Collaborators if it can be proved in writing that they do not receive full-time salary support from their institutions for time spent on the project/activity.

The duration of part-time employment should be requested based on the need, and the remuneration should be reasonable in consideration of the standards of the country and subject to compliance with relevant laws of the country in which the part-time position is located.

Furthermore, APN funds generally **CANNOT** be used to pay the salary of a consultant. It is expected that all activities outlined in the final version of the proposal will be carried out by the Project Leader, listed Collaborators and, if deemed necessary, part-time assistants hired to work on the project/activity. Utilising existing, full-time staff in the organisations/institutions of the Project Leaders/Collaborators is both expected and appreciated by the APN as in-kind support.

III. Equipment

APN funding should not be seen as an opportunity to add to normal capital and equipment budgets of organisations/institutions. In some cases the most economical way to achieve a temporary increase in capacity needed for a project/activity would be leasing and/or renting equipment for the duration of the project/activity. Where lease or rentals are not available, and it can be demonstrated that purchase directly supports the project/activity objectives, the APN Secretariat will consider allowing the Project Leaders to use some of the APN funds for the said equipment purchase. Ownership of equipment by the Project Leaders or their organisations/institutions will be subject to successful completion of the project (refer to “**XVI. Ownership of Purchased Equipment**” in **3. APN 2010 Terms of Agreement** attached to the present Contract).

IV. Travel

Where travel is necessary as part of the project/activity, the most **economical means of transport** consistent with effective pursuit of the project/activity should be used. At the end of the funded project/activity, actual travel costs must be reported in the Financial Report and be accompanied with supporting documents such as receipts, invoices, etc.

To minimize airfare costs, Project Leaders and Collaborators must purchase economy class discount tickets. Any travel upgrades are to be done at one's own expense. In *certain* cases (as agreed to in advance with the APN Secretariat), travel by private automobile may be authorised, in which case a reimbursement rate of US\$ 0.35 per kilometre will be provided. The APN also encourages Project Leaders and Collaborators to travel by rail.

Generally, using rental vehicles is not permitted. If renting an automobile is deemed necessary to conduct the project/activity, the APN Secretariat must be consulted in advance and permission must be sought.

Transportation between airport and the city may be by the most economical means available, with an upper limit of US\$ 30 each way.

The APN will cover the cost of any airport or other taxes incurred, as well as necessary visas and inoculations. The APN will not cover telephone calls during travel. Excess baggage fees will be covered only for items necessary to the project/activity, and agreed upon in advance with the APN Secretariat. The APN will not cover expenses incurred from side trips or other items unnecessary to the project/activity.

V. Per Diems

Per diems may be provided to project/activity team members when performance of the project/activity requires them to travel away from their home and spend one full night or more. The per diem includes allowance to cover costs of accommodation and a daily subsistence allowance (DSA).

(i) Per Diem Rates

The per diem rates are listed overleaf. Project Leaders **MUST** use these rates in producing their proposal budgets, in accordance with the guidance given. These rates represent the **maximum** rates for each country and are re-assessed periodically.

(ii) Period of Per Diem

The Per Diem rates are separated into accommodation rate and DSA. DSA may be paid for the day on which travel begins at the rate applicable to the destination. DSA may be paid for each successive period of 24 hours, measured from midnight to midnight, local time, at the said destination. DSA is not payable for the day on which travel ends.

Accommodation is payable for each night at the destination for project-related activities only. Under certain circumstances, extra days of per diem may be issued, for example, when it is necessary for the project/activity team members to stay longer in order to lower their travel costs to save funds.

APN Per Diem Rates 2010

- These are the **maximum** rates for each country and should be sufficient for a 3 star hotel;
- In exceptional cases and if good reasons are given, a Project Leader may request more than the proposed amount;
- In the case that meals are already included in the accommodation rate, the Project Leader must duly consider this when fixing the amount of the Daily Subsistence Allowance (DSA). This general rule should also be applied when deciding on the DSA for participants of workshops, training courses, etc.
- Rates for travel to countries not listed below should be decided in consultation with the APN Secretariat.

	Accommodation* (US\$)	Daily Subsistence Allowance (US\$)	Total (US\$)
Australia	145	45	190
Bangladesh	60	25	85
Bhutan, Thimphu	80	35	115
Cambodia	55	20	75

	Accommodation* (US\$)	Daily Subsistence Allowance (US\$)	Total (US\$)
China	135	45	180
Fiji	80	30	110
India	110	40	150
Indonesia	80	30	110
Japan	135	60	195
Lao PDR	70	30	100
Malaysia	80	35	115
Mongolia	70	25	95
Nepal	80	30	110
New Zealand	135	40	175
Pakistan	90	40	130
Philippines	80	30	110
Republic of Korea	110	50	160
Russian Federation	110	50	160
Sri Lanka	70	35	105
Thailand	80	40	120
USA	170	55	225
Viet Nam	75	35	110

** Note that the accommodation rate will be paid based on the actual costs as given in the receipts attached in the Financial Report (up to the maximum rate for each country).*

VI. Fellowships

When a young professional is considered necessary to execute the project/activity the Project Leaders may use APN funds for an award fellowship. The duration of the fellowship should be based on the need. The amount of remuneration for a fellowship award must be reasonable in consideration of the standards of the country, with variations justified by the particular circumstances of cases, and subject to compliance with relevant laws of the country in which the fellowship is located, and should be a maximum of US\$ 2,500 gross per month.

VII. Other Expenses

Note that **administrative overheads are NOT permitted**, as the regulations of a number of APN's sponsors do not allow it. However, other reasonable expenses such as printing, copying, communications, rental of meeting rooms, materials and supplies, etc., are permitted if they are necessary to the implementation of the

project/activity and are documented (with relevant receipts, etc.) in the Financial Report.

VIII. Invoice and Remittance

(i) Invoices must be submitted in the format specified by the APN Secretariat before any remittance can be made. Please also refer to **III. Remittance of APN Grant** and **IV. APN Grant Instalments** in **3. APN 2010 Terms of Agreement**.

(ii) The APN Secretariat will remit funds in US Dollars only.