

UGANDA CHRISTIAN UNIVERSITY
DIRECTORATE OF HUMAN RESOURCE & ADMINISTRATION
OUT OF STATION ALLOWANCES - 1ST DECEMBER 2016

1. IN UGANDA				
CATEGORY	OLD RATE		RATES EFFECTIVE - 1ST DECEMBER 2016	
	NIGHT ALLOWANCE	DAY ALLOWANCE - Min. 7 Hour Day -	Night Allowance	DAY ALLOWANCE -Min. 7 Hour Day - Run*
CU1-CU2	180,000	27,000	190,000	28,000
CU3-CU4	170,000	20,000	180,000	21,000
CU5-CU6	130,000	17,000	140,000	18,000
CU7-CU8	110,000	11,000	120,000	12,000
CU9-CU12 & below	100,000	7,000	105,000	8,000

2. OUTSIDE UGANDA (US \$)				
CATEGORY	OLD RATE		RATES EFFECTIVE - 1ST DECEMBER 2016	
	EAST AFRICA	OUTSIDE EAST AFRICA	EAST AFRICA	OUTSIDE EAST AFRICA
CU1-CU2	\$190	\$320	\$200	\$340
CU3-CU4	\$165	\$250	\$175	\$270
CU5-CU6	\$140	\$190	\$150	\$200
CU7-CU8	\$110	\$165	\$115	\$175
CU9-CU12 & below	\$80	\$145	\$85	\$150

Notes and guidance

1. Per Diem payments are intended for when staff are on duty away from their ordinary station. For example, if it is within the confines of one's work to be at Kampala Campus, this Per Diem certainly does not apply.
2. Night allowance
 - (a) Is precisely that; to be paid out ONLY when a night is spent away from home on duty. Its intention is to cater for out of home board costs.
 - (b) Secondly, it is paid only for a night spent away not a day. Consequently, a night spent away, does NOT amount to two days; it is one night to be paid for.
3. Seven-Hour-Run: Each Supervisor must make sure that the 'away time on duty' from the station justifies the 'seven-hour-run' in actual time.
4. Please note that the above figures were revised, therefore supersede any previous figures as of the 1st December 2016
5. For fully funded conferences/Seminars/Workshops, the University shall only pay 1/4 (a quarter) of the amount stipulated in the prevailing out of station allowances rates; e.g. if a staff member in CU1 is attending a fully funded conference in East Africa, the current full allowance stipulated is \$200, the University will only pay out \$50 per night away.
6. Please note that out of station is NOT applicable:-
 - (a) When attending a meeting for another organisation/institution or when a UCU staff is conducting personal business or consultancy
 - (b) Not applicable when conducting personal consultancy or research for which the staff will be paid by another organisation or institution
 - (c) Been invited by another Organisation or Institution as a technical person to assist e.g. External Examiner, Technical person on the panel, Member of a Board / Committee of another Organisation / Committee and give evidence in criminal matters.
 - (d) To attend family and/or friends' graduations, baptism, weddings, introductions, funerals services, political rallies / campaigns and preachings on personal invitations.
7. This schedule shall be reviewed periodically for both compliance and adequacy.

acatabaam
 30/11/2016

