

**EXECUTIVE ORDER NO. 104**  
[repealed by Executive Orders 109 and 199]  
*To Amend Executive Order No .99 to Revise*  
*Subsections 301.1, 301.2, 301.5 AND 301.6. and Section 401*  
*of the Travel Policies and Procedures*

**WHEREAS**, experience with the travel policies and procedures adopted February 19, 1991 has shown that revision of several sections is desirable at this time; and

**WHEREAS**, Section 301, subsection 301.1 was not clearly written to state that incidental expenses are reimbursable in addition to meals and lodging which is covered by basic per diem and as therefore revised; and

**WHEREAS**, Section 301, subsection 301.2 did not address situations where employees in travel status are provided lodging as part of a training class, seminar, conference, etc. fee, and thus are not entitled to full per diem, and is therefore revised; and

**WHEREAS**, Section 301, subsection 301.5 which allowed outer islands per diem (i.e., within the Republic) has proven to be too costly given the Republic's financial condition, and is hereby rescinded; and

**WHEREAS**, Section 301, subsection 301.6 requires additional information about what a patient or escort is to do in situations where the patient's and/or escort's per diem status changes while on travel status, and is so amended; and

**WHEREAS**, Section 401 is hereby revised to allow for non-employees to receive travel advances provided they have signed promissory notes to repay advances not ultimately covered by travel vouchers. i.e., expense claims, or have contracts having terms and conditions calling for the Government to provide travel advances; and

**NOW THEREFORE**, by virtue of the authority vested in me as the President of the Republic of Palau, it is hereby ordered that this Executive Order amend the travel policies and procedures as described above:

**IN WITNESS HEREOF**, I have hereunder set my hand and affixed my seal this 22<sup>nd</sup> day of July, 1991, in the State of Koror, Republic of Palau.

Ngiratkel Etpison  
President  
Republic of Palau

TRAVEL POLICIES AND PROCEDURES  
PART 3  
PER DIEM AND OTHER EXPENSES

Section 301. Per Diem

301.1 Expenses Covered by Per Diem

Per diem is a daily allowance provided to reimburse employees for authorized expenses incurred for lodging and meals. Incidental expenses are reimbursed in addition to per diem. These are further explained and identified in Section 302.

301.2 Per Diem Rates at Locations and En Route

Per diem rates may vary from location to location on any given trip if multiple destinations are involved.

While on a straight per diem rate, the traveler earns the per diem rate applicable to the location where the traveler stays overnight. If the traveler does not require lodging because of being on an airplane or other public transportation overnight, or stays somewhere that does not require paid lodging, the traveler will be reimbursed at a rate of \$25.00 per night.

However, a traveler cannot be reimbursed for more than one time for one night. Therefore in instances when a traveler checks into a hotel in the early morning after spending a night on an airplane~ and pays for a room for the period of check-in until the check-out time that same day (e.g., 6:00am to 11:00am), he/she will not be paid the \$25.00, only the per diem rate of the location of the hotel.

There may be instances where an employee, as part of the cost of a training class, seminar, conference, etc. has a room provided. In these situations, the employee is only allowed daily per diem (i.e., no lodging) to the extent allowed by the United States General Services Administration schedule.

Shown below is an example of a trip, followed by some comments, then a statement about how the per diem is calculated.

Wed.	1 <sup>st</sup>	LV	Koror	10:15 am
Thur	2 <sup>nd</sup>	ARR	Wash. D.C.	5:15 am
Sat	4 <sup>th</sup>	LV	Wash. D.C.	2:00 pm
Sun	5 <sup>th</sup>	ARR	Honolulu	1:15 am
Tue	7 <sup>th</sup>	LV	Honolulu	2:25 pm
Wed	8 <sup>th</sup>	ARR	Koror	7:45 pm

In the example above, the employee traveled straight through from Koror to Washington, D.C., i.e., no overnight stops.

### 301.5 Outer Islands Per Diem Rates

This section is rescinded by Executive Order No. 104. Employees are now expected to provide for their own lodging and meals or assistance from state governments if work is being done on behalf of a state.

### 301.6 Medical Referrals

For medical referrals to medical facilities out of the Republic, standard per diem rates and rules apply to doctors, nurses, health aides, and attendants who are authorized by the Minister of Health to accompany a medical referral patient. Patients are also provided standard per diem rates when in an outpatient status or while awaiting admittance as an inpatient. Sometimes a patient will not know before the trip that his/her status will change from inpatient to outpatient (requiring medical examinations and treatment from or under the direction of the referral facility) thus requiring additional per diem. In these situations, the patient or escort should contact the appropriate medical referral office, i.e., Honolulu or Manila, and request that they contact the Director, Bureau of Clinical Services, Ministry of Health, to make arrangements to amend the Travel Authorization to allow additional per diem; if unable to contact the medical referral office, the patient or escort should, if finances and communications lines allow, contact the Director of Clinical Services direct. In either event, it will be unlikely that the patient or escort will be able to be advanced additional per diem on short notice. Contact with the medical referral office and/or the Director of Clinical Services, who will contact the Director of the Bureau of National Treasury, is essential to make a determination if cash can be made available for additional per diem in the event of emergency.

Inpatients are allowed \$5 per day incidental expense money which does not require receipts.

### 301.7 Stipends Are Not Part Of Travel Expense

Stipends paid to students attending school are not considered per diem or any other form of travel expense. These costs are not to be stated on a Travel Authorization. Stipend payments are requested through memorandums and are to be obligated on miscellaneous encumbrance documents (and are normally paid monthly).

## PART 4 TRAVEL ADVANCES

### Section 401. Reasons And Eligibility For Travel Advances

The ROPNG Executive Branch recognizes the high cost of traveling outside of the Republic, and that many employees do not have credit cards or cannot otherwise afford to pay their own per diem out-of-pocket. Therefore when requested and approved, travel advances are authorized.

Advances are available to employees on the central ROPNG payroll. In addition, advances are allowable to consultants and others traveling on an Executive Branch Travel Authorization if the former have contracts having terms and conditions calling for the Government to provide travel

advances, and the latter sign promissory notes acceptable to the Director of the Bureau of National Treasury; such promissory notes shall guarantee full repayment of any travel advances in the event a travel voucher, i.e., expense claim, is not filed, or in the event that there is a calculated balance due the Government upon filing of an expense claim.