



Per Diem Form

Name:

FINOOTH LEKAYA

Position

PROGRAM COORDINATOR -

Department:

PROGRAM :

Date(s) of Travel:

10/08/2026

Purpose of Travel:

FIELD WORK SUPERVISION - KIGAMBONI

Dates	Required Perdiem Rate (TZS)	Number of Days	Destinations	Project Code	Total
10/08/2026	40,000	1	Kigamboni		40,000
Total Per diem claim					40,000/-

Staff /Interns/Volunteers name

Signature

Date

FINOOTH LEKAYA

Finooth Lekaya

10/08/2026

HFHTANZANIA - BUSINESS TRAVEL THRESHOLDS

ALLOWABLE DAILY EXPENSE		Domestic		International				
EMPLOYEE	Conditions	Per diem Amount in TZS	Per diem Amount in TZS	Per diem Amount in US Dollar				
		Regions/City	Rural/Village	Eastern Africa (all employees)	Southern Africa (all employees)	Europe (all employees)	USA (all employees)	ASIA (all employees)
All staff HFHT Staffs, Interns and Volunteers	Maximum Amount Allowed. Paid in Lumpsum per day	TZS 80,000/-	TZS 50,000/-	\$80	\$80	\$80	\$80	\$80

NOTES: Half per diem will be provided in the absence of actual travel will only apply after 18:00 hrs. This will apply when an employee is carrying out any APPROVED Official duties beyond 18:30hrs at the Office or other designated location as per distributed Regions/City or Rural/Village.

KEY NOTES: Per diem provided is only for meal cover, therefore:

1. Ground Transport (If Bus, taxi / cab is used) must be retained to present proof of payment.
 2. Air ticket must be booked and paid directly by HFHT not an employee.
 3. Lodging booking and payment must be done directly by HFHT and not an employee
- (NB: The employee shall pay direct for lodging only if HFHT is unable to pay directly, e.g. in rural/villages).



**Habitat
for Humanity
Tanzania**

Per Diem Form

Name:

ISMAIL BATHOLOMEO SPIRIBAN

Position

INTERN

Department:

PROGRAM

Date(s) of Travel:

10/08/2026

Purpose of Travel:

FIELD WORK SUPERVISION - KIGAMBOI

Dates	Required Per Diem Rate (TZS)	Number of Days	Destinations	Project Code	Total
10/08/2026	40,000	1	KIGAMBOI		40,000
Total Per diem claim					40,000/-

Staff /Interns/Volunteers name

Signature

Date

ISMAIL B. SPIRIBAN

I. B. Spiriban

10/8/2026

HFHT TANZANIA - BUSINESS TRAVEL THRESHOLDS

ALLOWABLE DAILY EXPENSE		Domestic*		International				
EMPLOYEE	Conditions	Per diem Amount in TZS	Per diem Amount in TZS	Per diem Amount in US Dollar				
		Regions/City	Rural/Village	Eastern Africa (all employees)	Southern Africa (all employees)	Europe (all employees)	USA (all employees)	ASIA (all employees)
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