



**Notes**

1. **Assessor rates**

- Team Leader (TL) : BWP 3,850.00 per day
- Technical Assessor (TA) : BWP 3,080.00 per day
- Technical Expert : BWP 3,080.00 per day
- Monitoring Assessor : BWP 3,850.00 per day
- Document Review (TL) : BWP 2,170.00 per review
- Document Review (TA) : BWP 720.00 per review
- AAC Review : BWP 2,170.00 per review

2. **Claimable expenses**

- **Travel:** Actual kilometers based on the country government’s official mileage rate, parking and tolls (slips attached)
- **Accommodation:** Reimbursement of actual costs by prior agreement with the Technical Manager. A tax invoice must accompany claims submitted by individuals and invoices submitted by Companies.
- **Subsistence allowance:** Cost per night based on UN daily subsistence rates

3. **Please take note of the following:**

- Please number the claims submitted to SADCAS e.g. 1/2009 (No. 1 of the 2009 year), 2/2009 etc., so that we can keep track of the claims processed.
- The last column of the claim “Scheme Coordinator” is for official use only.
- Team Leader fees may be claimed by a Team Leader for the first and fourth day of a week-long assessment. For days two, three and five, the Technical Assessor fee must be claimed.

4. Withholding tax will be deducted for all those assessors based outside Botswana:

**Banking Details**

**Account Name** : \_\_\_\_\_

**Bank Name** : \_\_\_\_\_

**Branch Name and Code** : \_\_\_\_\_

**Swift Code** : \_\_\_\_\_

**Account Number** : \_\_\_\_\_