Direct Costs for JRS Grantees

Policy:

JRS Biodiversity Foundation does not pay per diem in grants. It pays only direct costs for travel, lodging, food, etc., supported by receipts.

This policy is not an attempt to minimize the importance or number of field trips, conferences, trainings or meetings. The problem we have encountered is that on some projects, per diem had become a primary part of a budget, to the detriment of those expenses that directly related to the project's goals and outcomes.

In the case of someone staying at a hotel for a conference/meeting, this would be based on the actual, direct costs for accommodation, meals, meeting room rental, etc. Obtaining receipts for such expenses is comparatively easy.

Conferences and meetings:

In the case of someone staying at a hotel for a conference/meeting, expenses must be based on the actual, direct costs for accommodation, meals, meeting room rental, etc. Obtaining receipts for such expenses is comparatively easy. Examples of direct costs:

- rental fee for the conference/meeting room and perhaps equipment rental for the event
- meals including tea/coffee/snacks for breaks
- transportation costs
- actual cost of hotel or guest-house rooms and meals
- meeting rooms can be at any building that has space such as a voluntary or religious organization that can be rented out, and meals can be taken at a restaurant or catered in

Field trips:

For field trips, direct costs may be more complex, and comprise food, supplies, equipment rental, fuel, and payments to local communities or community members for services they provide related to the trip, and the like. Receipts in some cases will need to be hand-written. Examples of direct costs:

- food/fuel that is brought with the field teams or purchased in the field
- informal lodging arranged by communities (if this occurs)
- assistance from community members with preparing/providing lodging, meals preparation, and similar services
- local transportation costs (e.g. a boat to transport team members to a field site)
- guide services from community members, to relevant field sites
- hand-written receipts are likely for some of the above expenses

Questions:

If you have any questions, feel free to discuss them with us – ideally before costs are incurred.