

GH Tech Consultant Guidelines- International Travel (Final: 6/14/07)

Below please find the relevant guidelines that the Global Health Technical Assistance (“GH Tech”) Project and consultants will follow during preparation for and implementation of GH Tech assignments.

In addition to these guidelines, consultants will be provided with the following forms as appropriate prior to or during the engaged contracted period:

- 1) Consultant Agreement/Scope of Work/Report Guidance
- 2) Travel Advance Form (if relevant)
- 3) Travel Expense Report Form (if relevant)
- 4) Payment Wire Transfer Form
- 5) Consultant Invoice
- 6) IRS Form W-9
- 7) Medical Clearance Form (if relevant)
- 8) Travel/Lodging Itinerary (if relevant)
- 9) Medex/Medical Evacuation Information (if relevant)
- 10) Emergency Locator Form (if relevant)

1. APPROVAL OF DAILY RATES

Daily rates will be negotiated between GH Tech and the consultant, and are based on salary information provided in the USAID Biographical Data Sheet (“Biodata Sheet” or “form 1420”). All rates must be approved by the GH Tech Senior Finance & Administration (“F&A”) Manager (or designee – Project Director or Deputy Director) and confirmed with the consultant. Under the GH Tech contract, daily rates cannot exceed the USAID ES-6 maximum. When completing the Biodata Sheet, consultants should complete the form as per the instructions, list all relevant work experience, including both full-time work and consulting assignments during the last three years. The definition of “salary” on the 1420 form is as follows: “basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential, or quarters, cost of living or dependent education allowances.”

2. LOGISTICS

In coordinating logistical arrangements, GH Tech will work closely with consultants to ensure that their needs are met and questions answered before travel commences.

2.1 TRAVEL AND LODGING

2.1.1 Travel

GH Tech will make an effort to try to ensure that travel itineraries are convenient and comfortable for the consultant. However, GH Tech cannot guarantee that consultants will receive their specific choice of airline, flight, or layover timing, location, or duration. The choice of travel itinerary is based first on the needs of the assignment, U.S. government travel regulations, and the budget of the assignment.

Except in emergency situations or consultants arranging in-country travel with the advance guidance and approval of GH Tech, travel will be arranged by a GH Tech Assignment Manager through a GH Tech–contracted travel agency. Once dates of travel are determined, an initial itinerary is created by the Assignment Manager and travel agent and is sent to the consultant. Consultants should arrange all personal needs (frequent flier numbers, seating preferences, dietary restrictions) directly with the travel agent well before tickets are authorized for purchase by GH Tech.

Tickets cannot be issued before the GH Tech receives official sign-off from USAID and travel country clearance from the Mission(s) in the relevant country(ies).

Consultants are requested to inform GH Tech of any emergency situations or changes in travel, and consultants should always try to contact GH Tech first when in need of emergency travel changes. **In no event should a consultant change an itinerary** to suit personal preferences without contacting GH Tech and receiving USAID approval. Failure to do so may result in non-reimbursable costs to the consultant.

2.1.2 Air Travel Information

GH Tech must comply with U.S. government travel regulations and the GH Tech contract when arranging air travel for consultants. GH Tech follows the Federal Travel Regulations and the AIDAR with regard to travel. Expenses incurred on business travel shall be governed by the general principle of seeking the most economical, direct and expeditious means to accomplish the travel including lodging and meal expenses.

I. Guidelines for Purchasing Air Tickets

A. Domestic Tickets

1. Find restricted economy tickets with the most direct routing possible, accounting for time and availability.
2. Find lowest fare subject to reasonable flight time, geographic proximity, and number and duration of stopovers. Book as far in advance as possible.
3. Fly airlines that are not deemed to be a risk by the U.S. Federal Aviation Administration, the U.S. Department of State, or the U.S. Department of Homeland Security. Other factors, such as overall safety records and ratings by leading consumer or travel safety groups can be taken into account, so long as the travel cost is within the competitive range and within other federal regulations, policies, and guidelines.
4. Traveler's choice of carrier is only possible within competitive fare range.

B. International Tickets

1. All flights departing from or arriving to the United States must be on a US flag carrier (if available). Flights ticketed on a US flag carrier, even if code-shared through a non-US flag carrier, will be deemed compliant with this policy. Segments from nearest connecting point should be on U.S. carrier (if available). GH Tech will purchase coach-class tickets (restrictive or non-restrictive as determined appropriate by GH Tech and USAID) with the most direct route in economy class (unless business class authorized).
2. Lowest fare subject to reasonable flight times, geographic proximity, project needs and number and duration of stopovers. Book as far in advance as possible.
3. Fly airlines that are not deemed to be a risk by the U.S. Federal Aviation Administration, the U.S. Department of State, or the U.S. Department of Homeland Security. Other factors, such as overall safety records and ratings by leading consumer or travel safety groups can be taken into account, so long as the travel cost is within the competitive range and within other federal regulations, policies, and guidelines.
4. Choice of carrier is only possible within competitive fare range.

C. Business Class Travel

Circumstances that may justify, but not guarantee, the use of business class travel are the following:

1. Space is not available in coach class air accommodations: Space is not available in coach class on any scheduled flight in time to accomplish the purpose of the trip and a rescheduling of the trip or assignment is not possible based on the needs of USAID or host country counterpart.
2. Traveler has a disability or physical impairment that makes business class accommodations necessary and the consultant's condition is substantiated in writing by competent medical authority.
3. Security or exceptional circumstances make business class accommodations necessary because of exceptional or unusual circumstances that are outside the normal course of practices under this project and so deemed by USAID or other federal government agencies with competent jurisdiction.

4. Inadequate foreign carrier coach class air accommodations, such as inadequate sanitation or health standards, and the use of the foreign-flag carrier service is approved in accordance with the Fly America Act.
5. Travel in excess of 14 hours: for travel to/from a temporary duty station (not including travel to/from airports), and, if the traveler elects to forgo a rest stop en route to or upon arrival at the duty station. Travel must be direct between authorized origin and destination points, which are separated by several time zones, with either the origin or destination point outside the continental United States, and the scheduled flight time (including stopovers, not including rest stop) is in excess of 14 hours. USAID Missions may, however, stipulate that consultants may not travel business class due to Mission policies or budgetary constraints.
6. Use of frequent traveler benefits provides an upgrade at no extra cost to GH Tech above coach-class fare. If the traveler chooses to use their personal frequent flyer benefits they are not entitled to any reimbursement, compensation, or other benefits.

II. Guidelines for Changing Purchased Tickets

- A. Contact the Assignment Manager by email, fax or letter for changes except in an emergency. In case of civil unrest or natural disaster, follow the advice of the US embassy or mission.
- B. Once tickets are issued, traveler-requested changes will be considered only for health, safety and family emergency reasons. Requests for changes for personal reasons will be at the traveler's expense.
- C. Assignment related changes might necessitate flight changes. All such changes require prior written approval from USAID through the Assignment Manager.
- D. Re-routing or changes by airlines due to weather or other unforeseen circumstances beyond the control of the traveler will be honored.

III. Guidelines on Personal Travel during All Assignments

- A. Official break: If a consultant is away from their home of record on an assignment that runs for five weeks or longer, GH Tech may, given the parameters of the assignment and the client's needs, propose that the assignment be broken around the mid-point for a trip home for the out of town consultants. If approved by USAID, the travel for this home visit will be funded by GH Tech; however the consultant's time during the trip home will not be compensated by GH Tech. The break will be scheduled according to the workflow requirements of the SOW, and will be subject to approval of GH Tech and the Team Leader. Subject to USAID approval, GH Tech will arrange and cover the cost of this ticket/travel.
- B. Personal break and split travel: If a consultant elects for personal reasons to travel during the weekends, or in transit to/from an assignment, when no assignment work is scheduled, then the consultant is fully responsible for making and paying for her/his own travel arrangements and/or the difference in cost of the ticket for their personal travel. (Note: consultant responsibility includes cancellation and re-booking of hotel, and any fees assessed by the hotel for inadequate notice will be the consultant's responsibility.)

Personal breaks, defined as a weekend break between regular week workdays (not to exceed two days), and split travel, defined as travel for personal reasons (e.g., tourism, family visits) while en route or in transit to/from an assignment, should not interfere with the consultant's commitment to be present and working an 8-hour workday every day billed. Depending on the distance to be traveled, personal breaks are more likely to be feasible for assignments with 5-day work weeks, and may not be possible for consultants working 6-day work weeks. Because personal breaks interrupt the momentum of the assignment and introduce additional risks that could interrupt the timely rejoining of the team, GH Tech discourages them as a general policy.

GH Tech staff will not be available to assist with arrangements for travel for personal breaks. When the consultant expense report is submitted, M&IE for the normal work site may be claimed for weekend personal break days during overseas assignments. Additionally, hotel costs may also be claimed for these days, but may not exceed the maximum government allowable expense for the work site. (Hotel receipts for these stays must be included in the expense report.) M&IE and lodging will be reimbursed at the rates of the location in which the consultant would have been had the consultant not taken a personal break.

M&IE and lodging is not available for split travel (personal travel en route or in transit to/from an assignment). The consultant is responsible for any amount above the US Government Maximum Allowable Lodging Rate. All costs incurred during split travel will be the responsibility of the consultant. Cases of split travel will be assessed by GH Tech for feasibility on a case-by-case basis. Consultants will not be compensated for any days additional to the most direct routing possible.

IV. Guidelines on Hotel Dayrooms during Transit

If travel from origin to destination is over 14 hours and there is a forced stopover requiring over 6 hours for the next connection, a hotel dayroom is permitted. Depending on the routing and the fare basis, the airline may elect to provide this gratis. In the event the airline is unable to provide this, the project will reimburse charges for the dayroom according to the allowable U.S. government per diem. If a dayroom is utilized and splits the trip to two segments (each less than 14 hours), consultant becomes ineligible for business class travel.

2.1.3 Per Diem Rates

GH Tech will budget for official U.S. government allowable per diem rates for all assignment locations greater than 50 miles outside a consultant's home city during the assignment, unless determined by GH Tech and/or USAID that per diem is not warranted. Per diem is divided into two parts: one part covers meals and incidental expenses (M&IE), and the second part covers lodging. The per diem M&IE allowance is a set amount by city for meals and incidentals that includes meals and bottled water; tips to waiters and porters; personal faxes, telegrams, or telephone calls; laundry; and dry cleaning. The per diem lodging allowance is the actual amount a consultant pays for lodging up to the maximum amount allowable for a given city in the U.S. government per diem rate schedule. International per diem lodging allowances include hotel taxes. Official US Government per diem rates can be accessed as follows:

For Domestic areas—referred to as CONUS in the continental U.S.—published by the General Services Administration (GSA), updated annually, and found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

For International areas- published by the Department of State, updated monthly, and found at:

<http://www.state.gov/m/a/als/prdm/>

Per Diem reimbursement is based on the rates set by the U.S. Government at the time the consultant actually traveled, rather than when the assignment was planned, when the consultant was originally contracted, or when the expense report is prepared or submitted. While GH Tech will make every effort to provide the most up-to-date per diem information for work locations, consultants are responsible for confirming per diem rates and US Government per diem rate changes. Lack of knowledge shall not be accepted as a basis for reimbursement over the applicable per diem ceiling.

2.1.3.1 Hotel Expenses

Hotel expenses are reimbursed based on the actual amount incurred up to the federal Maximum Lodging Amount for the city and country in which the assignment is being conducted, unless a request for excess lodging charges was submitted by traveler prior to departure and approved by GH Tech and USAID. For U.S. travel only, if the room rate plus taxes is above USAID's maximum allowable rate, room taxes may be listed separately for expense reimbursement purposes. For international travel, the maximum allowed lodging per diem rate includes all taxes, fees, and room charges. Consultants should confirm the total room cost upon check in, and verify that the total amount is the same and under the U.S. Government maximum rate prior to payment upon check-out. Consultants are required to attach all receipts for lodging to their expense report.

2.1.3.2 M&IE

For travel days (once in country), the M&IE rate for the city where the consultant sleeps that night should be used. Federal regulations allow up to 75% M&IE for the first and last day of travel- regardless of travel length. No receipts are required for M&IE. Incidental expenses include tips and gratuity, laundry, and dry cleaning; these expenses are explained at:

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?specialContentType=FTR&file=FTR/FTR301TOC.html&pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-16524>

2.1.3.3. *Lodging in Washington, DC*

Consultants whose primary place of residence is outside of Washington, DC are entitled to travel costs and M&IE for assignment-related travel to DC, unless determined by GH Tech and/or USAID that reimbursement for such costs is not warranted. A consultant is only entitled to lodging expenses if s/he does not have a residence in DC. Consultants who maintain a secondary residence in DC *are not* entitled to lodging expenses, regardless of their primary place of residence.

2.1.4 Per Diem Restrictions Based on Locality

Consultants who live within 50 miles of the location of their assignment are not eligible to receive a per diem allowance. Consultants who live within 50 miles of the location of the team planning meeting will not receive a per diem allowance for the days they attend that meeting. Costs related to travel between the consultant's home and assignment location, including mileage, parking, and public transportation, may be reimbursed if authorized by USAID, provided proper receipts and/or documentation are submitted for reimbursement, regardless of the distance between the consultant's home and the meeting/project site. On rare occasions, a consultant may be eligible to receive a per diem allowance if it is determined that due to scheduling or work demands he/she must remain in the area overnight. Such a determination must be made by the Assignment Manager and approved by the F&A Manager or Project Director.

2.1.5 Hotel Arrangements

All hotel reservations for consultants while in the Washington, D.C. area will be arranged by GH Tech staff. A consultant wishing to make her/his own arrangements should inform GH Tech staff prior to arrival in the Washington area to avoid cancellation charges for rooms booked on their behalf by GH Tech staff.

Both in the United States and abroad, cancellation of hotel room reservations for change of schedule or arrival time/date are the responsibility of the consultant if the consultant has not received prior authorization for the change from GH Tech. Consultants will be charged any fees for not appearing or late cancellations, except in emergencies. In cases of emergency, consultants should notify GH Tech of the circumstances as soon as possible.

The cost of all domestic and international hotel accommodations must be within established GSA/State Department rates for individual cities. If a consultant wishes to stay at a hotel that is more expensive than the established U.S. Government rate, he/she is required to cover the extra cost. If a consultant obtains lodging at no cost (e.g., stays with a friend at no charge), the consultant will not receive a lodging reimbursement. GH Tech will attempt to make overseas arrangements at the most conveniently located hotels or as recommended by the local USAID Mission.

2.1.6 Travel Advances

When anticipated per diem expenses exceed \$500, GH Tech's standard procedure is to advance 75 percent of the total estimated cost for lodging and meals and incidentals (M&IE) before the consultant leaves for the field. GH Tech recommends that consultants use a personal credit card to cover hotel costs. Consultants will be reimbursed the balance of total documented and budgeted travel costs above the amount advanced within the contractually agreed upon number of days after the consultant has submitted the required expense report and documentation, and it has been reviewed and approved by GH Tech staff for accuracy and completeness. Team leaders/consultants may be advanced funds for expected assignment costs other than lodging and M&IE, depending on the needs of the assignment. If expenses are more than the amount advanced, consultant will receive payment for the total consultant fee invoiced and approved, and a reimbursement for any outstanding expenses not covered by the advance. If expenses are less than the amount advanced, the difference between the advance and the actual expenses incurred will be deducted from the consulting fee.

2.1.7 Visas and Passports

GH Tech will process all necessary visas, whenever possible, for consultants and recommends that each consultant keep a photocopy of his/her passport. On a case-by-case basis when it is more convenient for the consultant to obtain his/her own visa, project staff will provide the consultant with all required visa paperwork. Consultants will be informed by the Assignment Manager of the specific requirements for visa applications and will be reimbursed for costs incurred during

the visa application process, including the cost of passport photos. Consultants will be expected to have a current passport, valid at least 6 months past the expected end of assignment travel. Consultants are also expected to have a minimum of 6 blank pages in their passports for visa stamps. GH Tech will not reimburse consultants for the cost of obtaining a passport, passport renewal, or additional passport pages.

2.1.8 Computers

GH Tech will authorize laptop computer rentals for consultants upon request and on a case-by-case basis. The care and maintenance of the computer is the responsibility of the consultant during the work assignment. GH Tech will not be responsible for personal property of consultants used on assignments or taken overseas. GH Tech strongly recommends consultants purchase travelers insurance, which can be reimbursed by GH Tech. If a consultant does not have a computer, he or she may, after receiving approval from the GH Tech Assignment Manager, rent one and be reimbursed for the cost. Consultants should check with the GH Tech Assignment Manager to confirm the amount budgeted for rental.

2.2 INSURANCE AND EMERGENCY INFORMATION

2.2.1 Insurance

2.2.1.1 Health Insurance

Neither USAID nor its contracting agencies (QED, CAMRIS and SSS in the case of GH Tech) carries or provides individual health coverage for consultants. Consultants should ensure that their own policies are in force during assignments. If not, they should consider purchasing additional coverage. Please note the limits of MEDEX insurance in (2.2.1.3) below.

2.2.1.2 Workers' Compensation Insurance

U.S. citizens living in the United States and working on USAID contracts overseas are covered for workers compensation through the Defense Base Act (DBA). QED, CAMRIS, and SSS budget for and provide DBA as a routine matter for assignments abroad.

2.2.1.3 Emergency Evacuation Coverage

GH Tech provides MEDEX travelers' insurance to all consultants working outside their home countries for USAID assignments. This insurance covers evacuation expenses to the nearest advanced medical facility in the event of a medical emergency. MEDEX does not cover the actual care of a patient upon arrival at the facility; medical expenses must be covered by the consultant's personal insurance coverage (see 2.2.1.1 above).

The Assignment Manager can provide additional information about insurance and evacuation coverage.

2.2.2 Medical Evaluation

Consultants must present a medical evaluation form noting a physician's approval to undertake international travel. GH Tech will provide consultants with a copy of this form to complete. This evaluation is valid for one year from the date of the physician's signature. GH Tech will reimburse consultants up to \$100 towards the cost of the medical evaluation, and, if applicable, all costs for inoculations and anti-malarials required for assignment travel.

2.2.3 Tax Forms

The Internal Revenue Service requires that consultants who are U.S. citizens have a current form W-9 (Request for Taxpayer Identification Number) on file. The consultant must fill out the form and send/deliver the original back to GH Tech. Consultants who reside in other countries and do not pay taxes in the U.S. do not need to complete US tax forms. QED, SSS, or CAMRIS will not make any determination of whether or not a consultant is required to pay taxes in the

U.S. Consultants are instructed to seek advice from an attorney or tax professional. If in doubt, consultant should complete and submit a W-9 form.

2.2.4 Emergency Information

USAID requires that all consultants complete an emergency locator form before beginning an assignment; GH Tech will provide this form for completion. In the event of an emergency, GH Tech will notify the consultant's emergency contacts.

3. FINANCIAL AND PAYMENT INFORMATION

Before accounting will process your fee and expense requests, we must have original signatures on the forms (mail the originals of any faxed forms). We must have this information in order to process your payment.

3.1 CONSULTING FEE PAYMENT

Consultants will be paid up to, but not exceeding, the maximum number of days agreed upon in the consultant agreement. Consultants will not be compensated for days worked beyond the maximum number of days in the consultant agreement, for days worked beyond the period of performance agreed upon in the consultant agreement, or for any other days beyond the scope of their consulting agreement without prior written authorization by GH Tech and approval by USAID as required.

Fee payments will be made to consultants between 30-45 workdays (as described in the individual consultant agreement) after the receipt and approval of a fee payment request. Incomplete or inadequately documented fee requests will be returned, and processing begins upon receipt and approval of the corrected and/or completed request. For long term assignments (over 6 weeks), consultants may bill every two weeks. However, payment policies vary by company, so prior to beginning the assignment; consultants should inquire with the Assignment Manager as to how such billing should occur.

Consultants are paid based on a 5-day work week, unless a 6-day workweek (which may be applicable to work done outside the US **only**) is specifically authorized in their consultant agreements. Consultants are paid for up to 8 hours per workday. Any time logged above 8 hours will be disallowed for payment. Fee for travel days is paid for actual time, up to 8 hours per day. GH Tech cannot pay for 7 consecutive days of fee, unless Sunday is a travel day. In Islamic countries, the workweek is adjusted to local schedules.

Failure to submit complete and correct fee payment request and expense reports will result in delay of payment.

3.2 TRAVEL EXPENSE REPORTS AND REIMBURSABLE EXPENSES

The consultant is entitled to reimbursement for certain approved travel expenses over and above the per diem payment; however, these miscellaneous expenses must be detailed on the Travel Expense Report, and accompanied by receipts for expenses greater than \$25. Keep copies of any expense reports and receipts you submit for your records, since the originals cannot be returned.

During long-term assignments (6 weeks or longer), consultants may file expense reports every two weeks during the assignment. However, expense reports are processed in the same way as invoices/payment requests (see 3.1 above), therefore consultants should contact the Assignment Manager to work out the details of such submissions. If a balance in excess of the advance is due to the consultant, payment is made within 45 days after the expense report and corresponding receipts are received and approved.

Any allowable expenses shall be listed in the agreement or pre-approved by the Assignment Manager. Please contact the Assignment Manager if you have questions about whether a particular expense is reimbursable under U.S. government regulations. The following guidance should be followed in completing the Travel Expense Report:

- Consultants must submit original receipts for any costs incurred equaling \$25 or more. GH Tech reserves the right to deny any expenses claimed for \$25 or more without the accompanying receipt.
- Arrange original receipts in chronological order by date, and number each receipt. Document exchange rate on each receipt. Tape all receipts to 8 1/2 x 11 sheets of paper. Submit these sheets with your completed Itemized Expense forms.
- All expenses must be submitted in U.S. dollars. Consultants are asked to include official exchange rate receipts or note the exchange rate used to calculate the currency conversion.
- When entering per diem, the amount incurred for lodging should be the exact (actual) amount that the hotel charged, not to exceed the USAID maximum allowable rate (see 2.1.3 and 2.1.5 above).
- M&IE rates are based on the rate for the city location at midnight. M&IE for day of departure from and day of return to home city are ¾ of destination city rate.

ALLOWABLE EXPENSES

- Taxis, buses, and airport limousine service to/from terminal and home or consultant's place of business. When public transportation service is available for all or part of the distance involved, such service should be used to the maximum extent possible;
- Taxis, buses or streetcars used as public transportation between places of business and places of lodging when engaged on official business;
- Rental cars, if pre-approved by GH Tech and included in the USAID approved cost estimate;
- Mileage for privately owned vehicles (POV). Mileage will be reimbursed at the current US Government authorized mileage reimbursement rate as referenced at: www.gsa.gov/mileage;
- Excess baggage up to 22 lbs or one excess bag if necessary to conduct the assignment. A note of justification must be attached to any expense claim for excess baggage;
- Services for guides, interpreters, and drivers as specified in the USAID approved scope of work and cost estimate;
- Telephone, telegraph, radio, cable, fax messages, and delivery/ mailing charges (sending the final expense report, etc.) related to the assignment;
- One 10 minute personal call per week;
- Telephone calls (or emails) to individual's family when they are made to report arrival at destination, changes of itinerary, or emergencies;
- Rental or use of cell phones for use while on assignment for personal security; as approved by GH Tech and included in the USAID approved cost estimate;
- Use of computers, printers, and scanners;
- Hiring of conference center room or hotel room for official business; as specified in the USAID approved scope of work and cost estimate;
- Rental computers; as approved by GH Tech and included in the USAID approved cost estimate;
- Lodging taxes (**for hotel rooms in the United States ONLY**);
- Airport entry and exit taxes;
- Visa charges, including photographs;

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- Cost of required malaria prophylaxis and inoculations (for country assignment) when they cannot be obtained free of charge from public sources;
- Fees for traveler's checks, money orders, certified checks, and transaction fees for the use of automatic teller machine (ATM);
- One bottle of drinking water per day;
- Commissions for currency conversion; and
- Baggage storage when necessary as a direct result of the assignment.

The following travel-related expenses are **not allowable** and **will not be reimbursed**. They are considered personal or are included in per diem allowances:

- Fees and tips to waiters, porters, baggage handlers, bellhops, hotel stewards, and similar employees;
- Telephone, telegraph, radio, cable, and fax messages of a personal nature, over the permitted times listed above;
- Laundry, dry cleaning, and pressing;
- Extra charges for fans, air conditioning, heating, radios, in-room movies, televisions, etc. in lodging quarters;
- Billings for secretarial or clerical services not approved by GH Tech and included in the USAID approved cost estimate; and,
- Costs of a personal nature not related to the assignment.

GH Tech Staff List

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