

VICTIM SUPPORT AND DEVELOPMENT FOUNDATION

# Travel Policy

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A Company Setup under Section 42 of The Companies Ordinance, 1984.

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# Travel Policy

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## 1. Introduction:

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The objective of having a clearly laid down travel policy is to minimise the programme expenditure incurred on travel and to have an effective system in place so as to prevent misuse of funds and official transport.

## 2. Domestic Travel:

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- a) Air travel should be on economy class only.
- b) Prior approval of Manager Finance & Administration or Head of the organisation should be obtained for all travel/tour schedules on the prescribed form before the commencement of the tour.
- c) All travel requests should be through the Travel Authorisation Form.
- d) Availability of funds within the appropriate budget line must be ensured before approving the travel authorisation.
- e) Travel advance should be taken from the office up to three days before commencement of travel.
- f) All travel expense claims should be made through a memo and addressed to Finance Department and shall be supported by original receipts. Used tickets and boarding card stubs should be handed over to Administration Department within five working days of returning to the office.
- g) Account should be settled within five working days of returning to the office. In case the accounts are not settled within the stipulated time then

the advance will be settled against the salary of the employee for that month.

### **3. International Travel:**

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- a) Travel authorisation should be submitted to the Administration & Finance Section at least 14 days before actual travel dates, after obtaining approval of the Chairperson of the Board.
- b) Travel mode should be Economy Class.
- c) The Section should explore for all possible routes available from destination to destination.
- d) All travel expense claims should be made through a memo and addressed to Administration & Finance Section and shall be supported by original receipts. Used tickets and boarding card stubs should be handed over to the section within five working days of returning to the office.
- e) Account should be settled within ten working days of returning to the office. In case the accounts are not settled within the stipulated time then the advance would be settled against the salary of the employee for that month.
- f) All donor requirements relating to international travel should be adhered to.

### **4. Travailing On Official Duty**

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While travelling on official duty the officer will be entitled to:

- Accommodation in a normal room of a hotel as specified in the table.
- Reimbursement of all expenses wholly and exclusively incurred for business purposes.

**A daily allowance as specified in the table.**

<b>Tiers</b>	<b>Tier-6</b>	<b>Tier-5</b>	<b>Tier-4</b>	<b>Tier-3</b>	<b>Tier-2</b>	<b>Tier-1</b>
Air Travel	Economy Plus	Economy Plus	Economy Plus	Economy Plus	Economy Plus	Nil
Rail Travel	AC Class	AC Class	AC Class	AC Class	AC Class	AC Class
Road Travel	Rent a Car	Rent a Car	Rent a Car	Rent a Car	AC Coach	AC Coach
Daily Allowance (Rs)	1000	1000	700	700	700	500
Hotel Accommodation (Rs)	3000	3000	2500	2000	1500	1500

- Where travel is for the purpose of trainings, the expenses incurred for accommodation and travel will stepped down for each Tier.
- Where a team is undertaking travel, it is to the discretion of the Competent Authority to take a step up or down in cadre in terms of the hotel accommodation.

**5. Office Transportation & Vehicle Maintenance:**

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- Office transportation should be used for official purposes only.
  - Private/unauthorised use should be strictly prohibited and any staff member found guilty need to be warned/penalised.
  - All vehicles should maintain separate log books in which travel details and distance should be logged by the driver and verified by the

- requester. The logbook should be closed daily, signed by the driver and verified by the Administration Department.
- d) Administration department should also prepare monthly consumption report indicating average monthly consumption and charging to the respective projects at a specified rate.

## **6. Vehicle Inspection and Maintenance Procedure:**

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- a) The primary responsibility of maintaining the office vehicle would be of the assigned driver.
- b) All office vehicles should be checked on weekly basis.
- c) Details along with receipts of all repairs and maintenance of each vehicle should be duly entered in the Vehicle Maintenance Record Sheet.

## **7. Reference:**

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Travel Policy Document is adopted from "Sample Policies Manual" of The Pakistan Centre for Philanthropy.