

TRAVEL POLICY

(w.e.f. 01/04/2022)



ASSOCIATION FOR DEVELOPMENT INITIATIVE (ADI)

GA-94, GA Colony, Bharatpur, Bhubaneswar, Pin - 751029

Travel Policy

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1. Introduction

This Travel Policy outlines the rules and procedures governing official travel undertaken by staffs, volunteers, and Executive Council members of ADI. It ensures that all travel is necessary, cost-effective, and aligned with the objectives of the organisation while maintaining accountability and transparency of expenses.

2. Purpose

The purpose of this policy is to:

- Facilitate smooth and efficient travel arrangements for project implementation and administrative work.
- Ensure fair and uniform reimbursement of travel-related expenses.
- Maintain financial control and accountability of organisational resources.

3. Policy Guidelines

3.1. Travel Authorization

All travel must be authorized in advance by the relevant project head or project-in charge. Employees and volunteers must complete a Travel Request Form and submit it to their Office/Branch Head for approval. The request should include the purpose of travel, dates, destinations, estimated expenses, and any other relevant information.

3.2. Travel Arrangements

Once travel is authorized, employees and volunteers are responsible for making their travel arrangements. This includes booking transportation, accommodations, and any necessary permits or approvals. All travel expenses must be reasonable and in line with the organization's budgetary constraints.

3.3. Transportation

3.3.1 Flights:

When booking flights, employees and volunteers should choose the most cost-effective and convenient options. Economy class is preferred for domestic travel. Any upgrades must be approved in advance.

3.3.2 Ground Transportation:

The use of public transportation (buses, trains) or organization-owned vehicles is encouraged when available and practical. If using personal vehicles, mileage reimbursement will be provided at the organization's standard rate.

3.4 Accommodations

Employees and volunteers should select accommodations that are safe, clean, and reasonably priced. The organization may have preferred hotel partners with negotiated rates. In such cases, employees are encouraged to book through these partners to take advantage of discounts.

3.5 Meals and Incidental Expenses

3.5.1 Meal Allowance:

A daily meal allowance will be provided to cover breakfast, lunch, and dinner expenses. Receipts are not required for meal allowances. The allowance amount will be based on the location and duration of travel and will be communicated in advance.

3.5.2 Incidental Expenses:

Incidental expenses such as taxi fares, internet charges, and tips should be reasonable and supported by receipts. Employees and volunteers should exercise prudence when incurring such expenses.

3.6 Travel Advances and Reimbursement

3.6.1 Travel Advances:

Travel advances may be provided to cover anticipated expenses. Employees and volunteers must submit a Travel Expense Report with receipts within 15 days of returning from the trip to reconcile the advance.

3.6.2 Reimbursement:

All travel expenses must be supported by original tickets, bills, boarding passes, taxi receipts, etc. Expense reports should be submitted promptly after the trip, along with the Travel Expense Report form. Reimbursement will be made via direct deposit or check as per the organization's procedures.

3.7 Travel Insurance

Travelers are encouraged to have adequate travel insurance coverage, including health, trip cancellation, and baggage insurance. The organization will not be responsible for any expenses incurred due to inadequate coverage.

3.8 Safety and Security

Travelers are responsible for their own safety and should take necessary precautions. It is recommended to register with the relevant authorities when traveling to remote or unfamiliar areas. In case of an emergency, travellers should contact the organization and local authorities immediately.

3.9 Compliance

All travel expenses must comply with applicable laws, regulations, and the organization's financial policies. Any deviations from this policy must be approved in advance by the Chief Functionary or designated authority.

3.10 Policy Review

This Travel Policy will be reviewed periodically and updated as needed. Any changes to the policy will be communicated to all employees and volunteers.

