



**NISARGA FOUNDATION**

**TRAVEL POLICY**

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**I. Preamble**

We are committed to ensure smooth running of our administrative functions which will enable us to produce effective results in the ground. The travel policy is an important one in our organisation to provide set of guidelines for our employees for travel, accommodation and other substance allowance on all official travels.

**II. Objective of the policy**

- To set general guidelines to all employees to understand the process of managing their travel and related matters
- Set clear process to be followed while staffs are on official travel
- Ensure everyone to have a common understanding on allowed expenses regarding all official travel matters
- Ensure safety and security of the staff while they are on official travel

**III. Policy preview**

This is applicable only for the official travel, in no way any personal travel are not connected to this. all staffs are responsible to manage the travel and other related expenses on their own from their home to designated office locations, this is not covered under this travel policy

**IV. This policy covers following members**

- Director/s and senior management
- Full time employees
- Consultants
- Filed level volunteers

**V. This policy does not cover**

- Any of the board members travel and related expenses
- Interns (Unless organisation official accept to cover their costs)

**VI. Types of travel covered under this policy**

- A. All regular filed related travel of filed workers, co-ordinators, managers etc.
- B. All official travels of Admin/Finance/Marketing/Managers team members.
- C. All staff who attends trainings/workshops/seminars/partners meeting etc.
- D. Travels could be local, national and international.

**VII. Principles of our travel policy**



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- Major thrust is to have minimum working level facilities to ensure no unnecessary expenditures are made
- All travels to be approved in advance by authorised person.
- All outstation travel and accommodations will be managed and booked by admin/finance department.
- All outstation travels to be booked minimum 3 days in advance, hence concerned staff to seek approval one week in advance and pass on the same to admin/finance department.
- All international travels to be booked minimum 20 days in advance.
- All outstation travels either by bus, train or flight will be covered with travel insurance to all levels of employees.
- All outstation travels must be proved with specific reasons/invitations by respective staff.
- In terms of any cancellation of planned travel to be brought in to the notice of approved person and concerned to staff to communicate well in advance to the person who booked the travel to ensure maximum claim is made.
- No additional expenses will be allowed to be claimed by any staff, unless the authorized authority gives a special permission with written explanation.
- Employees are responsible to carry identity cards and any other mandatory documents as per the Govt rules during the travel.
- If the travel time is more than 24 hours by road or train, based on the resource availability flight journey is allowed.
- All Air travels to get approval from the director.
- Organisation does not allow any expenses such as tobacco, alcohol, laundry and other not permit-able expenses
- Proof of journey, stay and substances allowances are must while submitting the bills.
- All the organisation assets such as camera, laptops, projectors, training materials etc which are carried by the traveling staff is the sole responsibility of its safety. In case of any loss of such assets, staff to reimburse or replace the same.
- All travel expenses claim to be made with in 5 working days and close all advances if any with the finance department.
- As for as possible during the end of financial year, all bills to be settled before 25<sup>th</sup> of March which will ensure finance department to close the books in time.

### **VIII. Details on Types of Travels**

#### **A. All regular filed related travel of filed workers, co-ordinators, managers etc**

Any staff whose role involves more than 70% of travel in the filed/location to location (Ex: Filed staff, co-ordinators, managers, fund raisers etc) falls under this policy.

This covers only travel costs, in such category no meal or accommodation coverage is allowed. We follow,

**Fixed travel allowance – Depending on the amount of travel and distance.**



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- Field staff – Rs 750 Per month
- Coordinator – Rs. 1250 Per month

By the end of the month staff should write a voucher with attached filed log sheet for the claims.

### **B. All official travels of Admin/Finance/Managers and other members**

These travels are not regular and need based related to their functions, the category of staff whose primary role is more than 70% on the office site but occasionally have travel to local places falls under this category. Example: an accountant visits to Auditors office, admin persons visits to IT department, Manager making a visit to Govt office etc.

All these travels are claimed on actual and such travels allowed by the cheapest mode of transportation such as local bus, Auto or their own vehicles.

No food expenses are met on these travels unless these are out of town travels EX: to the district head quarters or regional place in such cases a meal allowance of **Rs. 60/-** Is allowed.

### **C. Out Station Travels**

All the staff who attends trainings/workshops/seminars/partners meeting/ Govt offices etc out of their town falls under this category. Following are the rules under this travel category

- Travel from the place of origin from Residence / office to Bus stand / Railway station/Airport can be carried out by Public transport, if this is not convenient then the auto or taxi can to be used
- The same above rule applies to from the station to reach the work destination of the other end and if the city in which the employee is going has the facilities of local train also could be used.
- Overnight journey to be booked in advance as per the above basic travel policy principles through a bus or train. (Please decide and write weather the sleeper bus or AC coach or ordinary coach)
- All air travels require director's approval
- If the out station requires stay, then prior to travel the same to be planned. In case if the travel is to new city then the respective staff to make arrangement of stay within allowed budgets

### **D. Accommodation during outstation travel**

- Specific hotels either will be booked in advance are recommended by admin and finance department for all regular destinations which are usually made by the organisation staff for official purpose
- Any new places where staff need to travel, in such cases admin or a traveling staff to make some advance enquire on staying facilities
- In such cases soon after an employee checked in to the hotel/lodge need to inform the office on where about to for the safety reasons



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### **C. Outstation travel allowances**

#### **A. Travel related expenses – All against the actual bills**

Lodging allowances – all against the actual bills

#### **B. Food Expenses**

- This will cover breakfast, lunch and Dinner & Two times tea while they are away on work.
- These expenses are against actual bills.
- Senior staff members (Executive Director, Manager & Co ordinator) may claim the food expenses of any guest/s who they have invited for a meal due to official purposes.

#### **C. Miscellaneous Expenditure**

While on official travel if any employee spends money for official work like purchasing of stationary, printing and photocopying etc., they are allowed for reimbursement against production of original bills.

### **IX. Travel Advance**

Our policy allow staff to take advance for travel and travel related expenses on following procedure. However most of the travel related arrangements to be made in advance such as ticket booking, accommodations etc to reduce the possibilities of more advance

- Traveller to get his / her travel approved by Manager.
- Advance requisition form to be filled and handed over to Finance Department at least 3 working days in advance along with Travel Approval Form.
- Traveller will be paid 75% of expected expenditure as advance.
- Travel claim using Travel Expenditure Form to be submitted to finance department within 7 working days of completing the journey.
- Staffs are allowed to avail only 1 advance at a time. To take a second travel advance, the earlier advance to be settled.
- If the advance is more than Rs. 2000/- cash won't be given, it will be transferred to employee account.

### **X. Travel related safety**

We are aware the travel is part of our work, but we as an organisation gives utmost importance to our employee's safety hence following safety rules is must for all employees to follow in any types of travel



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- All outstation travel to be covered by accidental insurance – Admin and finance to ensure this
- Any employee and a co traveller using two wheeler for official purpose must wear helmet all the time of travel
- Any employee using car for travel purpose must ensure to use seat belt
- All the driving employees to own the responsibility to ensure they have valid driving licence before they drive vehicles for any official purpose
- All the vehicles either own or belongs to office to have valued insurance, emission test and RC books
- All outside traveller to inform the admin department soon after they check in to the hotels/lodges/training centers through an SMS or a mail.
- All women travelers are advised not to travel alone in odd hours and always plan their journeys in appropriate time
- In case of any major issues such as bandh, floods or any major natural or other calamities staff to cancel their planned travel
- In case of any accidents or emergencies during the travel, staffs are advised to take immediate medical facility available at their destination and inform immediately to admin/finance department
- Staff to inform admin/finance and to their respective managers in case of personal emergencies where they have to return back from field or program

This policy is made with a spirit of ensuring safe and enjoyable travel to all employees during their official travels. This will be reviewed once in tree years or in between if more than 50% board members express the need for revision

Date of this policy approval by the board meeting:

Date of this policy executed in the organisation:

**DIRECTOR SIGNATURE**