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Prabha Hira Pratishthan Travel Policy

Effective Date: [1/04/2024]

Approved by: Board of Trustees

1. Purpose

The purpose of this travel policy is to establish consistent guidelines for employees, volunteers, and officials of Prabha Hira Pratishthan regarding official travel. This policy aims to ensure that travel is conducted efficiently and cost-effectively while maintaining accountability and compliance with the organization's mission.

2. Scope

This policy applies to all employees, volunteers, and officials of Prabha Hira Pratishthan undertaking travel for official duties. It covers the following:

- Local and outstation travel.
- Travel-related expenses, including transportation, accommodation, and meals.
- Reimbursement processes

3. Approval for Travel

All official travel must be pre-approved as per the following guidelines:

- Local Travel (Within a 50 km radius): Must be approved by the department head.
- Outstation Travel (Beyond 50 km radius): Requires approval from the Secretary
- International Travel: Must be approved by the Board of Trustees.

Travel should only be undertaken when essential to the organization's work and when virtual communication methods, such as phone calls or video conferences, are not feasible.

4. Travel Arrangements

4.1. Mode of Transportation

The mode of transportation should be the most economical and efficient for the purpose of the trip:

- Local Travel: Use of public transportation (buses, trains) is encouraged. If public transport is unavailable or inefficient, staff may use taxis, rideshare services, or personal vehicles with prior approval.
- Outstation Travel: For long-distance trips, economy class air travel, train travel (AC class where available), or approved hired vehicles should be used.
- Personal Vehicles: If personal vehicles are used for official travel, mileage will be reimbursed at a rate of [Rs.6/- per km], subject to approval.

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4.2. Air Travel

- Economy class is the standard for all air travel.
- All air tickets must be booked through the designated travel agent or organization's approved platform.
- Advance bookings should be made to minimize costs.

4.3. Train Travel

- AC class (3-tier) is permitted for long-distance train travel.
- Sleeper class may be used for shorter trips, where applicable.
- Train bookings should be made in advance to secure the most economical fares.

4.4. Taxis and Ride-Sharing

- Local taxis or rideshare services (e.g., Uber, Ola) are allowed where public transportation is not available or practical.
- Receipts must be submitted for reimbursement.

5. Accommodation

For outstation travel that requires overnight stays:

- Accommodation should be arranged in budget hotels or guesthouses, ensuring safety and proximity to the work location.
- Expenses for luxury accommodations will not be reimbursed unless pre-approved in exceptional cases.

The following maximum accommodation rates apply (based on the city and location):

- Tier 1 Cities (Mumbai, Delhi, etc.): Up to INR [2000 per day].
- Tier 2/3 Cities or Rural Areas: Up to INR [1500].
- Receipts must be provided for reimbursement.

6. Meals and Daily Allowances

A daily allowance will be provided for meals and incidental expenses during travel. The allowance is capped at the following rates:

- Tier 1 Cities: INR [350] per day.
- Tier 2/3 Cities: INR [250] per day.
- Rural Areas: INR [200] per day.
- Receipts are required for meal reimbursements if costs exceed the daily allowance.

7. Travel Advances

- Travel advances can be requested by submitting a detailed travel plan and cost estimate at least 7 days prior to the trip.
- Unused travel advances must be returned within 7 days after the trip, along with the final expense report and supporting receipts.

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8. Reimbursement Procedure

- Expense Report Submission: All travel-related expenses must be documented in an expense report, which should be submitted within 7 days after the return from travel.
- Supporting Documents: Original receipts, tickets, and any other supporting documentation must accompany the expense report.
- Approval: Expense reports must be approved by the traveller's department head or the finance department, depending on the level of expenditure.
- Reimbursement: Approved reimbursements will be processed within 15 working days after submission of the expense report.

9. Insurance

All employees and volunteers undertaking official travel are covered under the organization's group travel insurance policy, which includes:

- Medical emergency coverage.
- Accident insurance.
- Loss of baggage or personal belongings, where applicable.

10. Code of Conduct During Travel

- Travelers are expected to conduct themselves professionally and represent the values and mission of Prabha Hira Pratishthan.
- Personal trips or deviations from the official itinerary must be disclosed in advance and will not be covered by the organization.
- Any violation of travel rules may lead to the rejection of reimbursement claims or disciplinary actions.

11. Environmental Considerations

Whenever possible, travellers are encouraged to choose environmentally friendly travel options, such as public transportation or carpooling. The organization strives to minimize its carbon footprint and encourages sustainable travel practices.

12. Exceptions

In cases of emergency or unforeseen circumstances, exceptions to the travel policy may be granted by the admin head or Secretary. Any deviations from the standard procedures must be justified and documented.

13. Review and Amendments

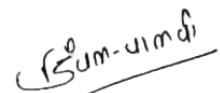
This travel policy will be reviewed annually by the Board of Trustees. Amendments or updates will be made as necessary, subject to board approval.



Mangal Shah
President



Prabha Hira Pratishthan, Pandharpur.



Dimple Ghadge
Secretary