

TRAVEL
POLICY

2nd January

2023



Change Initiatives

1. **Purpose:** The purpose of this travel policy is to establish guidelines for travel expenses incurred by employees and volunteers of Change Initiatives when traveling for work-related purposes.
2. **Authorization:** All travel must be authorized by the project co-ordinator, with approval from the director
3. **Booking and Payment:** All travel should be booked through the NGO's designated travel agency or online booking platform. Employees are required to use the most economical form of transportation and accommodations that meet the standards of the organization. The NGO will cover the cost of airfare or rail-fare, ground transportation, lodging, meals, and other necessary travel expenses. It will vary according to the position and the area of visit.
4. **Travel Expenses:** Employees must submit a travel expense report within five days of returning from the trip. The expense report should include all receipts and documentation for expenses incurred. Employees are expected to keep all receipts. If not, available there should be a self-declaration. Reimbursement subject to approval of authority.
5. **Accommodations:** Accommodations should be reasonable and within budget. Employees should seek the most economical option for accommodations that meet the standards of the organization. It will vary according to the position and the area of visit.
6. **Extending Travel:** Employees who extend their travel for personal reasons will be responsible for all additional expenses incurred.
7. **Local travel:** Employees are expected to use public transportation for local travel. A fixed amount will be reimbursed every month with salary.
8. **Taxis and Ridesharing:** Taxis or ridesharing services may be used for local travel when public transportation or personal vehicles are not practical or available. Employees should choose the most economical option for transportation that meets the standards of the organization.
9. **Parking and Toll Fees:** The NGO will reimburse parking and toll fees for all travel. Employees must provide documentation of expenses incurred to be eligible for reimbursement.
10. **Non-Compliance:** Failure to comply with this travel policy may result in disciplinary action, including the loss of travel privileges or termination.

Revision: This travel policy is subject to review and revision by the Director or the Governing Body as necessary. This travel policy should be communicated to all employees and volunteers, of the NGO, and they should sign and acknowledge that they have read and understood the policy.

Contact Information

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