



# SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

E-mail : swashodhantrust2017@gmail.com

www.swashodhan.org

## Travel Policy

**Effective Date:** October 8, 2024

**1. Purpose** The purpose of this travel policy is to provide guidelines for travel conducted by employees and volunteers of Swashodhan Trust in India. This policy aims to promote safety, cost-effectiveness, and accountability during travel for official purposes.

**2. Scope** This policy applies to all employees and volunteers of Swashodhan Trust traveling on behalf of the organization.

### 3. Travel Authorization

- All travel must be pre-approved by the designated supervisor or manager.
- Requests for travel authorization should be given at least one week in advance, including a brief rationale for the trip, estimated cost, and proposed itinerary.

### 4. Travel Arrangements

- Employees and volunteers are encouraged to use the most economical and practical means of transportation available.
- Swashodhan Trust will cover costs for transportation, accommodation, and meals during travel, based on the following guidelines:

#### a. Transportation:

- Utilize public transport wherever feasible to minimize costs.
- Use travel agencies if applicable and ensure that all travel bookings are done through approved channels.

#### i) b. Accommodation:

- Accommodation should be booked in advance and should be within the budget allocated for travel.
- Preference should be given to safe, hygienic, and reputable establishments.

#### c. Meals:

- Meal expenses will be reimbursed up to per day along the following rates.
  - Breakfast Rs 80
  - Lunch Rs 160
  - Dinner Rs 225



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Staff should retain all receipts for reimbursement. Payments need to be paid by phone and never by cash.

## 5. Safety and Security

- Employees and volunteers must prioritize safety when traveling. Consent to travel to locations deemed high-risk will be evaluated on a case-by-case basis.
- Regular communication should be maintained with the organization during travel.
- All staff must adhere to local laws and customs during their travels.

## 6. Reimbursement Procedures

- Staff must submit travel receipts with the amount of payment of return from travel.
- Reimbursement requests must include all receipts and documentation of expenditures.
- Swashodhan Trust will process reimbursements within receiving completed travel reports.

## 7. Use of Personal Vehicles

- If personal vehicles are used for official travel, petrol for the travel will be provided. The travel log with the reason of travel and from place to place needs to be documented.
- Usage of personal vehicles should also be approved in advance.

## 8. Accountability and Conduct

- Employees and volunteers represent Swashodhan Trust while traveling and are expected to always conduct themselves professionally.
- Violations of this travel policy may result in disciplinary action.

## 9. Hotel accommodation:

- Shared multiple beds rooms should be used.
- Maximum pay for accommodation per night **is Rs500**. If it exceeds this amount special permission should be taken.



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**10. Policy Review** This policy will be reviewed annually or as needed to ensure that it meets the needs of the organization and its personnel.

**Employee name and signature.**

**Administrative Name**

**signature**