



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

TA (Travelling Allowance) POLICY (Version 1)

1. PURPOSE

Travel allowance that is given to meet the cost of travelling of an employee for official trip. staff who incur expenses on official activities can claim reimbursement of the expenses.

It is applicable to all the employees of the Trust who are required to undertake a travel.

It also includes the price of tickets, hotel bills, meals, and other costs for the staff who travels for work.

2. METHODOLOGY

- **It is the amount of money paid for travel and other expenditures incurred on a trip.**
- **It covers the cost of tickets, invoices, and food expenses, among other things.**
- **Require you to present travel tickets, invoices, and other paperwork to prove the amount spent on a trip.**
- **It is set such that the employee must stay within them; if goes over, person is responsible for the additional travel expenses.**



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3. PROCEDURE

TA (Travel Allowance) for Staff will be given in advance on Trip Per day amount will be paid of Rs.600 which inclusive of Tea, Snacks, Breakfast, Lunch & dinner. Full day for Rs.600 and Half day for Rs.300.

Other than these for lodging & transportation the Staff needs to provide proof of travel to claim the allowance, such as travel tickets, Hotel stay, etc. will be paid once bills submitted.

Employee Signature

Date

Administrator Signature

Date