

Travel Policy

1. Purpose

The purpose of this Travel Policy is to establish procedures and guidelines for travel undertaken by employees, volunteers, consultants, and other representatives of Change Foundation. The policy aims to:

- Ensure that travel is conducted in a manner that is efficient, cost-effective, and safe.
- Outline procedures for authorization, reimbursement, and reporting of travel-related expenses.
- Promote compliance with ethical and environmental standards.

2. Scopes

This policy applies to all employees, volunteers, and representatives of Change Foundation who travel for official business, including fieldwork, meetings, conferences, or donor-related activities, whether domestic or international.

3. Travel Authorization

3.1 Pre-Approval

- All travel must be pre-approved by the relevant supervisor or department head, regardless of the duration or location of the trip.
- A **Travel Request Form** must be completed and submitted, including details on the purpose of the trip, itinerary, estimated costs, and travel dates.
- For international travel, additional approval may be required from the Executive Director or Board of Directors.

3.2 Eligibility for Travel

- Travel should only be authorized if it is necessary to achieve the organization's objectives. Alternative methods such as video conferencing should be considered before approving travel.
- Travel should be planned in advance to secure the most cost-effective arrangements.

4. Travel Arrangements

4.1 Booking

- All flights, accommodations, and transportation must be booked through Change Foundation designated travel agency or approved online platforms. Employees may not book travel independently without prior approval.

- **Air Travel:** Economy class is the default booking option for all domestic and international flights unless business class is approved due to medical reasons or if flight duration exceeds [e.g., 10 hours].
- **Ground Transportation:** Public transport, ridesharing, or the use of economy-class rental vehicles is encouraged to minimize costs.
- **Accommodation:** Lodging should be booked at mid-range or economy hotels, or through approved lodging arrangements such as partner organizations. Luxury accommodations are not permitted unless pre-approved for specific circumstances.

4.2 Travel Insurance

- All travelers must obtain travel insurance covering health, accident, emergency evacuation, and repatriation before departure. Change Foundation will cover the cost of travel insurance for authorized trips.

5. Travel Expenses and Reimbursements

5.1 Eligible Expenses

The following expenses are considered eligible for reimbursement, provided they are reasonable, necessary, and directly related to official travel:

- **Transportation:** Airfare, train tickets, bus tickets, rental cars, and taxis.
- **Accommodation:** Lodging at approved hotels or guesthouses.
- **Meals and Incidental Expenses (Per Diem):** A daily allowance (per diem) will be provided to cover meals, tips, and other small incidental expenses, according to rates set by Change Foundation or the relevant country's standard guidelines.
- **Visas and Travel Documentation:** Costs related to obtaining visas or travel permits for official purposes.
- **Miscellaneous Expenses:** Parking fees, tolls, and reasonable communication costs (e.g., calls, internet access for work).

5.2 Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement:

- Personal expenses such as entertainment, alcohol, laundry, personal gifts, or non-business-related purchases.
- Fines or penalties, including traffic violations.
- Additional costs for extending the trip for personal reasons without prior approval.

5.3 Advance Payments

- Employees may request a cash advance for anticipated travel expenses, such as accommodation and meals. This request must be made in advance and approved by the Finance Officer or department head.

5.4 Expense Reporting

- All travelers must submit a **Travel Expense Report** within [e.g., 7 days] of returning from the trip. The report must include:
 - All original receipts for reimbursable expenses.
 - Detailed descriptions of expenses incurred, along with relevant documentation.
 - Any unused travel advances must be returned with the report.

6. Health, Safety, and Security

6.1 Health and Vaccinations

- Travelers must comply with all required health and vaccination protocols for their destination, as outlined by international health guidelines or the NGO's healthcare provider.
- If traveling to high-risk areas, employees must consult with the health and safety officer or relevant medical professionals prior to departure.

6.2 Safety Protocols

- **Travel to High-Risk Areas:** Travel to conflict zones, disaster areas, or other high-risk regions requires special approval from the Executive Director and must be aligned with a security risk assessment. Travelers should follow all safety protocols provided by Change Foundation and its security partners.
- **Emergency Contact Information:** All travelers must provide detailed emergency contact information before departing, including family contacts and local embassy details if traveling internationally.

7. Environmental and Ethical Considerations

7.1 Environmental Impact

- Change Foundation is committed to minimizing its environmental footprint. Travelers are encouraged to:
 - Use sustainable modes of transportation when possible.
 - Choose eco-friendly accommodations and minimize energy usage.
 - Avoid single-use plastics and reduce waste during travel.

7.2 Ethical Considerations

- All travelers must adhere to Change Foundation code of conduct during their trip, including compliance with anti-corruption policies, ethical practices, and local laws.

8. Combining Personal and Business Travel

- **Personal Travel:** Combining personal and official travel is allowed, but any additional costs incurred due to personal travel (e.g., extending the stay, different travel routes) will be borne by the traveler. Personal travel must not interfere with official business obligations.
- **Approval:** Any personal travel extensions must be disclosed and approved by the supervisor or Executive Director.

9. Review and Amendments

This Travel Policy will be reviewed annually or as needed to reflect changes in operational procedures, external factors, or best practices. All amendments must be approved by the Executive Director and communicated to all staff.

By adhering to this Travel Policy, Change Foundation aims to ensure efficient use of resources, maintain safety and security during travel, and promote ethical and environmentally responsible practices.

Effective Date:

01.04.2024

Approved by:

Maya SR Nayak

Position:

President

Date: 01.04.2024



Authorized Signatory

Change Foundation



Place: Yadagir

Date: 01.04.2024

