

# TRAVEL POLICY

# SHREEL FOUNDATION



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## TRAVEL POLICY

### 1. Purpose

This policy provides guidelines for official travel undertaken by employees of Shreel Foundation. It ensures proper, transparent, and accountable use of travel-related expenses.

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### 2. Scope

This policy applies to all employees who travel for organizational work such as meetings, training, field visits, project events, and supervision.

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### 3. Eligibility

- Only pre-approved travel is considered eligible for reimbursement.
- Volunteers and interns are covered if authorized in writing.

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### 4. Mode of Travel

Level / Designation	Travel Entitlement
All staff	Sleeper class (train) / Non-AC bus
Project Coordinators+	3rd AC (train) / Shared taxi
Emergency / Special Case	As approved by the Secretary

- Local travel (auto, rickshaw, two-wheeler) is reimbursed at ₹6/km based on log and approval.
- Ola/Uber or similar app-based cabs are used when pre-approved and supported with e-bills.

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### 5. Daily Allowance (DA)

- If accommodation is not provided by the organization, a DA of up to ₹500 per day is given.
- This includes meals, local conveyance, and other minor expenses.

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### 6. Accommodation

- Reimbursement of up to ₹500 per day is allowed for hotel or lodge expenses if organizational lodging is not available.
- Original bills are required for reimbursement.

## 7. Travel Advance & Reimbursement

- Employees may request up to 50% of the estimated travel expenses as advance, subject to prior approval.
- All travel bills, tickets, and completed travel expense statements are submitted within 7 days after the trip.
- In case a bill is lost or not available, a written self-declaration is accepted with approval of the Project Incharge.
- Any unspent advance is returned and settled as per financial norms.

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## 8. Safety Guidelines

- Helmets are used when riding two-wheelers.
- Women employees avoid late-night solo travel when possible.
- Hotel details are shared with the Project Incharge when staying overnight.
- Use of vehicle is subject to valid license and insurance.

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## 9. Misuse and Disciplinary Action

- Submission of false bills, unauthorized travel, or misuse of travel allowance is treated as misconduct.
- Appropriate disciplinary action is taken in such cases.

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## 10. Policy Acknowledgment

- A copy of this policy is shared with all traveling staff.
- Each employee signs an acknowledgment confirming they have read and understood the rules.
- The signed acknowledgment is stored in the employee's file.

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## 11. Amendments

This policy may be revised by the Governing Body as needed from time to time.

*Note: Applicable to all full-time, part-time, project-based, and field staff.*

Approved by  
Secretary, Shreel Foundation  
Dated: 21.05.2024