



TRAVEL POLICY OF MOB RURAL HEALTH CENTRE.

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I.Preamble

MOB Rural Health Centre is a Non Governmental Organization run by a group of committed women. It had a simple beginning at Srirangapatna in 1992 following the request of Dr. Hema Reddy, then Joint Director of Health and Leprosy in Karnataka State. It is a society registered under Karnataka Society Registration Act 1960, whose founding director was Sr. Leela Cheenothuvattukulam who dedicated her life for the cause of poor and marginalized of the society. The main office of MOB RHC is situated in the premises of the Government Medical College, Mandya. It was started for the leprosy eradication program, understanding the felt needs of the society, from 1998 MOB RHC expanded its services to other areas like awareness program on HIV/AIDS, empowerment of Women, Children, Community Based Rehabilitation of the differently able, Ulcer care centre and destitute home.

We are committed to ensure smooth running of our administrative functions which will enable us to produce effective results in the ground. The travel policy is an important one in our organisation to provide set of guidelines for our employees for travel, accommodation and other substance allowance on all official travels.



Organization Vision, Mission and core values:

A) **Vision:** Our vision is to promote equal opportunities for women, differently abled and destitute men that will enable them to be self-reliant and to be integral part of main stream society.

B) **Mission:**

- To enhance livelihood opportunities for women from marginalized society
- To protect marginalized women from social, cultural and economic exploitation
- To empower persons with disability to enjoy their rights and entitlements
- Promote leadership and federations of persons with disabilities
- To ensure dignified and respectful ending of life for destitute at their end of life
- To provide homely atmosphere to destitute for their holistic development.

II. Objective of the policy

- To set general guidelines to all employees to understand the process of managing their travel and related matters
- Set clear process to be followed while staffs are on official travel
- Ensure everyone to have a common understanding on allowed expenses regarding all official travel matters
- Ensure safety and security of the staff while they are on official travel



III. Policy preview

This is applicable only for the official travel, in no way any personal travel are not connected to this. All staffs are responsible to manage the travel and other related expenses on their own from their home to designated office locations; this is not covered under this travel policy

IV. This policy covers following members

- Director/s and senior management
- Board members
- Full time employees
- Consultants
- Filed level volunteers

V. This policy does not cover

- Internship students.

VI. Types of travel covered under this policy

- A. All regular field related travel of field workers, co-ordinators, managers etc
- B. All official travels of Admin /Finance /Marketing /Managers team members
- C. All staff who attends trainings/ workshops/ seminars/ partners meeting etc
- D. Travels could be local, national and international



VII. Principles of our travel policy

- Major thrust is to have minimum working level facilities to ensure no unnecessary expenditures are made
- All travels to be approved in advance by authorised person
- All outstation travel and accommodations will be managed and booked by admin/finance department
- All outstation travels to be booked minimum 3 days in advance, hence the concerned staff should seek approval one week in advance and pass on the same to admin/finance department
- All international travels to be booked minimum 20 days in advance
- All outstation travels either by bus, train or flight will be covered with travel insurance to all levels of employees
- All outstation travels must be proved with specific reasons/invitations by respective staff
- In terms of any cancellation of planned travel to be brought in to the notice of approved person and concerned staff to communicate well in advance to the person who booked the travel to ensure maximum claim is made.
- No additional expenses will be allowed to be claimed by any staff, unless the authorised authority gives a special permission with written explanation.



- Employees are responsible to carry identity cards and any other mandatory documents as per the Government rules during the travel
- If the travel time is more than 24 hours by road or train, based on the resource availability flight journey is allowed
- All Air travels to be approved by the director
- Organisation does not allow any expenses such as tobacco, alcohol, laundry and other unpermitted expenses, and in case of training conducted in tourism Spots site seeing charges are not included in TA.
- Proof of journey, stay and substances allowances are must, while submitting the bills.
- All the organisation assets such as camera, laptops, projectors, and training materials which are carried by the travelling staff is responsible for its safety. In case of any loss of such assets, staff to reimburse or replace the same
- All travel expense claims are to be made within 5 working days and close all advances if any with the finance department.
- As far as possible during the end of financial year, all bills to be settled before 25th of March which will ensure finance department to close the books in time.



VIII. Details on Types of Travels

A. All regular filed related travel of field workers, co-ordinators, managers etc

Any staff whose role involves more than 70% of travel in the filed/location to location (Ex: Filed staff, co-ordinators, managers, fund raisers etc) falls under this policy.

This covers only travel costs, in such category no meal or accommodation coverage is allowed

B. All official travels of Admin/ Finance/ Managers and other members

These travels are not regular but need based related to their functions, the category of staff whose primary role is more than 70% on the office site but occasionally have travel to local places falls under this category. Example: an accountant visits to Auditors office, admin person's visits to IT department, Manager making a visit to Govt office etc.

All these travels are claimed on actual and such travels allowed by the cheapest mode of transportation such as local bus, auto or their own vehicles.



No food expenses are met on these travels unless these are out of town travels.

Out Station Travels

All the staff who attend trainings /workshops /seminars / partners meeting / Govt. offices etc out of their town falls under this category. Following are the rules under this travel category

From the place of origin from Residence / office to Bus stand / Railway station/Airport can be carried out by Public transport, if this is not available then only the auto or taxi can to be used

- All air travels require director's approval
- If the out station travel requires stay, then prior to travel the same to be planned. And the arrangements have to be made within the allowed budget.

A. Food Expenses

- This will cover breakfast, lunch and Dinner while they are away on work
- These expenses are against actual bills
- Senior staff members (Program Manager) may claim the food expenses of any guest/s who they have invited for a meal due to official purposes



B. Miscellaneous Expenditure:

While on official travel if any employee spends money for official work like purchasing of stationary, printing and photocopying etc., they are allowed for reimbursement against production of original bills.

IX. Travel Advance

Our policy allows staff to take advance for travel and travel related expenses on following procedure. However, most of the travel related arrangements to be made in advance such as ticket booking, accommodations etc to reduce the possibilities of more advances.

- Traveller has to get his / her travel approved by Line Manager
- Advance requisition form to be filled and handed over to Finance Department at least 3 working days in advance along with Travel Approval Form
- Traveller will be paid 75% of expected expenditure as advance
- Travel claim using Travel Expenditure Form to be submitted to finance department within 7 working days of completing the journey
- Staffs are allowed to avail only 1 advance at a time. To take a second travel advance, the earlier advance has to be settled
- If the advance is more than Rs. 2000/- cash won't be given, it will be transferred to employee account.



X. Travel related safety

We are aware that the travel is part of our work, but we as an organisation gives utmost importance to our employee's safety hence following safety rules is must for all employees to follow in any types of travel

- All outstation travel to be covered by accidental insurance – Admin and finance to ensure this
- Any employee and a co traveller using two wheelers for official purpose must wear helmet all the time of travel
- Any employee using car for travel purpose must ensure to use seat belt
- All the driving employees to own the responsibility to ensure they have valid driving licence before they drive vehicles for any official purpose
- All the vehicles either own or belongs to office to have valued insurance, emission test and RC books
- All outside travellers to inform the admin department soon after they check in to the hotels/lodges/training centres through an SMS or a mail.
- All women travellers are advised not to travel alone in odd hours and always plan their journeys in appropriate time
- In case of any major issues such as floods or any major natural or other calamities staff are advised to cancel their planned travel



- In case of any accidents or emergencies during the travel, staffs are advised to take immediate medical facility available at their destination and inform immediately to admin / finance department
- Staff to inform admin/finance and to their respective managers in case of personal emergencies where they have to return back from field or program

This policy is made with a spirit of ensuring safe and enjoyable travel to all employees during their official travels. This will be reviewed once in three years or in between if more than 50% board members express the need for revision

Date of this policy approval by the board meeting: 29/12/2019

Date of this policy executed in the organisation: 01/01/2019



Signature of the Board Members:

Date: 29/12/2019

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