



# Karnataka Raja Benuhuri Apagatada Angavikalara Sanga®

## Travel policy



Passed by the Board on 19 February 2018

Social Rehabilitation Centre, Opp Taluk Office, BK Road, Magadi Town, Magadi Tq.  
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**KRBAAS Travel Policy**



## KRBAAS Travel Policy

### **Preamble**

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 organization to provide set of guidelines for our employees for travel, accommodation and other substance allowance on all official travels.

### **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

### **Policy preview**

KRBAAS will not reimburse any transportation costs or pay a transportation allowance to any employee for travel between the home and office for regular daily work. Staff member may be asked to travel away from their usual work place on authored mission. The expenses reimbursed per actual. The person making an expense shall fill in details on the form.

### **This policy covers following members**

- Director's and senior management
- Full time employees
- Consultants
- Filled level volunteers

### **Types of travel covered under this policy**

1. All regular filed related travel of field workers, co-ordinators, managers etc
2. All official travels of Admin/Finance/Marketing/Managers team members
3. All staff who attends trainings/workshops/seminars/partners meeting etc



4. Travels could be local, national and international

### Details on Types of Travels

1. **BUS:** KRBAAS employee travelling by bus or Train submit your ticket to finance/ accountant to be reimbursed.
2. **LOCAL TRAVELS:** if not available OLA or UBER taxi, travelling by Auto – no receipt will be given. You will need to complete a voucher on return to the office and submit this to finance /accountant for reimbursement.
3. **TAXI:** if you are travelling by any other pre-book/ pre paid taxi – a receipt will be provide. You will need to retain this receipt and submit to accountant for reimbursement.

Proper bill proof with signature and seal is must for applying the travel allowance. Before 25<sup>th</sup> of every month it should be submitted to the accounts department by completing the Travel allowance format with required receipts. If the records provided are not sufficient then Accounts department can ask for more proofs before releasing the TA amount.

**LODGING DURING OUTSTATION VISIT:** KRBAAS staff when they are stay in other place that time KRBAAS gives 500 Boarding allowance per day but main thing bill is mandatory.

**PER DIEM ALLOWANCES:** KRBAAS staff when they visit outstation food allowance will be given as per the organizational procedures. Main thing is food bills and receipts will be submitted.

KRBAAS Board members when attend the board meeting that time KRBAAS will reimburse 50% of travel expenses and actual bills. Bill should be courier within 15 days to the organization with actual cost of 50% only.

Date of this policy approval by the board meeting: 19-02-2019

Date of this policy executed in the organization: 20-02-2019

DIRECTOR SIGNATURE



Annexure -01  
KARNATAKA RAJYA BENNUHURI APAGHATADA ANGAVIKLARA SANGA



