

# JUSTICE AND DEVELOPMENT FOUNDATION

## जस्टिस एंड डेवलपमेन्ट फाउंडेशन

(भारतीय ट्रस्ट अधिनियम 1882 के अर्न्तगत रजि०)

Regd.Add. Chuchaila Kalan, Block & Tehsil-. Dhanaura ,District Amroha

Administrative Office - Mohalla Peergarh, Dak Bangla Colony, Near Railway Station Amroha 244221(Utter Pradesh)

Contact Number- 9457422777

Email Id- jadfoundationjpn@gmail.com

पत्राकः.16/JDF/POSH/2023-024

दिनाक.08.02.2024

TO

The Chairman

Justice and Dovelopment Foundation

Chuchaila Kalan, Block & Tehsil-. Dhanaura ,District Amroha

Subject: Establishment of Travel policy

Dear

## Travel Policy

The purpose of this travel policy is to establish guidelines for the planning, booking, and reimbursement of business-related travel for employees of Justice and Dovelopment Foundation. This policy aims to ensure cost-effectiveness, safety, and compliance with organizational standards.

### Booking and Approval:

Booking Process:

All travel arrangements must be booked through the designated travel agency or an approved online booking platform.

Employees should aim to book flights and accommodations well in advance to secure the best rates.

Approval Process:

All business travel requires prior approval from the employee's supervisor or department head.

A detailed itinerary, including estimated costs, must be submitted for approval.

Travel Expenses:

Expense Reimbursement:

Employees are eligible for reimbursement of reasonable and necessary travel expenses incurred during business trips.

Original receipts must be submitted for all expenses.

Per Diem Rates:

Per diem rates for meals and incidental expenses will be set based on the destination. These rates will be communicated to employees before their trip.

#### Transportation:

Employees are encouraged to use the most cost-effective mode of transportation. Air travel should be booked in economy class.

Ground transportation, such as taxis or rideshare services, will be reimbursed with original receipts.

#### Accommodations:

##### Accommodation Guidelines:

Employees are expected to stay in reputable hotels that offer a balance between comfort and cost-effectiveness.

Accommodation expenses must be within reasonable limits.

##### Booking Extensions:

Any extension of stays beyond the business-related portion of the trip requires approval from the supervisor and must be justified.

##### Safety and Security:

##### Health and Safety:

Employees are advised to prioritize their health and safety during travel.

Travelers should be aware of and adhere to health and safety guidelines and recommendations related to their destination.

##### Travel Insurance:

Mahesh Gramin Seva Sansthan will provide travel insurance coverage for employees during business trips. Coverage details will be communicated to employees.

##### Miscellaneous:

##### Expense Reporting:

Employees must submit detailed expense reports within of completing their business trip.

Failure to submit expense reports in a timely manner may result in delayed reimbursement.

##### Unused Tickets and Refunds:

Unused tickets or cancellations must be handled according to the terms and conditions of the travel provider.

Refunds received should be promptly reported to the Finance Department.

##### Exceptions:

Exceptions to this policy must be approved by Mahesh Singh Chairman.

Compliance:

Compliance with Policy:

Failure to comply with this travel policy may result in the denial of reimbursement for certain expenses and may be subject to disciplinary action.

Policy Review:

This travel policy will be reviewed annually and updated as needed.

By adhering to this travel policy, employees contribute to the responsible use of organizational resources and ensure the safety and well-being of themselves and their colleagues.

Feel free to customize this travel policy based on the specific needs and regulations of your organization. Ensure that employees are aware of the policy and provide clear communication regarding any updates or changes.

  
CHAIRMAN      TREASURER  
Justice And Development Foundation  
Chucheila Kalan, Distt.-Amroha (U.P.)