



## MARGADARSHI SOCIETY® KALABURAGI

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### TRAVEL POLICY

#### INTRODUCTION:

Margadarshi Society®, a non-profit organization is working for the marginalized and neglected children is registered under Societies Act came into existence in the year 2002. The society works for the children without any discrimination of caste, creed or color and brings them to the mainstream of the society by providing them with education, and necessary support. At present, the society is working for 16 years in Kalaburagi, Raichur and Belagavi districts. The society is managed by the Board of Directors with professional zest and concern for Children and is headed by a Chairman and Secretary.

#### Aims of Margadarshi Society

**VISION:** *Margadarshi envisages women and child-friendly environment in sustained society*

**MISSION:** *To make Kalaburagi as a model district ensuring women and child rights, in difficult condition by sensitizing and empowering community groups and making the civil society, government and allied systems and corporate accountable towards their development*

#### OBJECTIVES:

- To rescue and restoration of children who are separated from their families.
- To enhance the quality of lives of the children, through non-formal education, psychological support, and nurture.
- Research to understand the complex issues connected with rehabilitation.
- Reinforce women and children to self-identify, confidence in their abilities, and affection with family to overcome isolation, through orientation camps.
- Create awareness among women, children, public, authorities and other organizations regarding the dangers of trafficking, physical and sexual abuse, child marriage and ways of combating and preventing of the same.
- Lobby with Government Departments such as Women and Child Development, Revenue, Education, Labor, Social Welfare, Health and Family Welfare, Police, Railway Authorities and Organizations working with the children to protect the child rights and child issues through forming local committees.



#### **TRAVEL POLICY:**

Staff members may be asked to travel away from their usual workplaces on authorized missions or as per their assigned project contract. The policy on payment of travel allowances adopted organization applies to all employees regardless of job category or status. It also applies to the consultants, when mentioned in their agreement.

After reimbursable expenses are made, the person making an expense claim shall use the appropriate Travel Allowance forms available. The expenses will not be reimbursed if proper justifying documents (original receipts). Eligible expenses include:

#### **OFFICE VEHICLE:**

- Driver/ Organization must sign an official agreement before taking in-charge of the vehicle.
- He/ She must inform the higher authority every time before taking the vehicle.
- Fuel Indent is given for the patrol/ diesel expenses of the vehicle. Once the vendor submits a bill in a month the payment will be made by cheque.
- Vehicle maintenance is the responsibility of the driver and the payment is done to the vendor by cheque on the submission of the bill.
- Vehicle washing and service is the responsibility of the driver and the payment is done to the vendor monthly by cheque on submission of the bill.

#### **VEHICLES PURCHASED FROM DONOR AGENCY:**

- Vehicle provided by donor agency for the project should be used for the same project only.
- Should only submit actual fuel bill and maintenance expenses bills with vehicle number and date for reimbursement.
- The logbook should be maintained for the vehicle usage and recorded on each use.
- If the vehicle is used for any other project activity, then a prior written permission should be taken.

#### **STAFF OWN VEHICLE:**

- Margadarshi Society's employees are paid as per project actuals/ norms on travel expenses for their own vehicle usage on project activities.
- Payments are made in the form of cheques to the employee's account on monthly basis.
- Travelling Allowance form should be filled exactly by mentioning exact date purpose, place and kilometer.
- The travel allowance form is primarily checked by Accounts Department, verified by the Program Officer and then approved by the Chief Finance Manager.

#### **LOCAL TRAVEL:**

- Employee's actual bills are reimbursed on verification with respect to the assigned project schedule chart.
- Payments are made in the form of cheques to the employee's account on monthly basis.
- Travelling Allowance form should be filled exactly by mentioning exact date purpose, place and kilometer.
- The travel allowance form is primarily checked by Accounts Department, verified by the Program Officer and then approved by the Chief Finance Manager.
- Vehicle selection should be made as per the area of working by choosing low fair transports.



### OUTSTATION TRAVEL:

- Employee's actual bills are reimbursed on verification with respect to the assigned project schedule chart.
- A/C Bus/Train traveling bills are not valid for reimbursement.
- Along with travel tickets, employees should submit boarding passes.
- Payments are made in the form of cheques to the employee's account on monthly basis.
- Travelling Allowance form should be filled exactly by mentioning exact date purpose, place and kilometer.
- The travel allowance form is primarily checked by Accounts Department, verified by the Program Officer and then approved by the Chief Finance Manager.
- Advance Requisition form can be filled and submitted by the employee for outstation travel with expected expense amount. Once the travel completes the employee must submit their actual bills for settlement. The advance & payment is done only through cheques.
- Accommodation and food expenses are paid as per the project norms, with convincing bills.

### TRAVEL EXPENSES OF BENEFICIARIES:

- Beneficiaries travel expenses are paid as the need of the project.
- Exposure visit expenses are paid as per the budget norms of the project specified by the donor.

Signature of Board President:

Date: 16<sup>th</sup> December 2018

Signature of Secretary/ Executive Director:

*[Handwritten signatures and a large watermark '3' are present in this section.]*