



Travel and Local Conveyance Policy

The “**Yuva Rural Association’s** Travel and Local Conveyance Policy outlines the rules that staff must follow when commuting for official visits/meetings. It also includes criteria for approval and reimbursement of travel expenses.

Document Name:	Travel and Local Conveyance Policy		
Version:	1.1		
Document Creation Date:	21/01/2023		
Modification Date:			
S. No.	Description of changes	Date of Changes	Version No.
1	Release of the first version	21/01/2023	1.1

Exception:

Any variations from this policy demand permission from the CEO/ approval of the Governing Council.





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1. Objective:

The Conveyance Policy has been formulated to establish guidance and policy while traveling on official work and to provide procedures for the approval, reimbursement, and control of travel expenses.

2. Scope:

The policy extends to all active staff of the organization with effect from 1st April 2023, after approval of the Governing Council.

3. Claiming Process & Guidelines:

Any travel plan needs to have a prior sanction from the higher authority. The approving authority may ask for detailed agenda, expected outputs, and outcomes, etc.



- 3.1) The 'Travel Sheet' needs to be filled out by the staff in the prescribed format for claiming reimbursements along with balance advances and all supporting bills and vouchers. The Travel sheet needs to be approved and duly signed by the higher authorities.
 - 3.2) All field employees who travel beyond the work area (External Travel) for official purposes shall submit their travel bills within a week time to the Accounts Unit with approval by the higher authority. But in the case of regular travel within the work area, the travel bills need to be submitted before the 5th of the following month. Bills submitted after the 6th of the following month will not be accepted. It is encouraged to submit the travel bills every fortnight. (for the first fortnight on or before the 20th of the month and for the second fortnight on or before the 6th of the following month)
 - 3.3) Ticket booking for outstation traveling needs to be done through the official travel agent only.
 - 3.4) The staff in the Coordination scale and above are eligible to use their own four-wheelers, provided the prior approval taken from the higher authority. (The vehicle demand slip for approval is attached.)
 - 3.5) Employees should submit their transportation claim as per the Appendix 'Monthly log and Travel Sheet' for reimbursements.
 - 3.6) All eligible reimbursements for regular conveyance, traveling, and any other category should be claimed on a monthly basis and the claims for the preceding month should be submitted to the Accounts Unit by the 6th of the following month after obtaining due approvals. This will help the organization to book the expense in the correct month. Those who have access to the accounts unit can submit their bills as and when incurred.
 - 3.7) All claims which are submitted after the 6th of the following month will be cleared only after Verification by the Head of Finance.
 - 3.8) Bills submitted after the 6th of the following month may not be accepted. Only in the critical case and if approved by the CEO payment may be considered for such cases.
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4. Mode of travel

Public Transport

Travel expenses will be reimbursed against actuals, on the use of any convenient mode of public transport as below:

i) Auto/Local Bus Transport:

For those who do not own a vehicle, auto/Local Bus claims are subject to the following:

1. The Staff members need to get approved all travel bills from the respective authority first and then submit them to the accounts Unit.
2. For travel within the city, the staff is required to use Ola/ Uber, Cab, Local Bus, and Metro as applicable in the city concerned.

4.1) Domestic Travel

It is the travel undertaken by an employee in a city different from where his/ her office place is located within the country.

i) Air & Train Transport

The entitlement for domestic travel is as follows:

1. All the staff below Coordination Scale will travel by II class sleeper train or bus. In case it is not available and travel is critical, the staff may travel by III A/C with prior approval of the higher authority.
The staff in the Coordination scale will travel by III A/C by train/ Bus. In case of the ticket is not available and the urgency and importance of travel staff may travel by II A/C or bus with prior approval of the higher authority. In an exceptional case, CEO may approve flight travel to the staff considering the importance and urgency.
 2. In case the group is more than 6 then all the staff in all the categories will travel by II class.
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3. The CEO can travel by II AC (Train) or a flight depending on their schedule/cost/transit time. However, if the CEO travels with the group, then they will have to travel with the same class (Train journey) in which the group is traveling. But the roles and tasks involved and the time required for travel will be considered other choices if required. However, this does not apply to travel between home to office & vice versa.

4.2) Local Travel

It is the travel undertaken by the staff to pursue fieldwork within the work area/s assigned. All local conveyance expenses at the place of work will be reimbursed as per the entitlements.

a) Own Transport

1. Employees using their personal vehicles for Official work shall be reimbursed.
2. The staff above the Coordination scale using their own vehicles can claim tolls & parking charges by submitting receipts.
3. Employees using their own transport – Four-Wheeler/two-wheelers must follow All the Traffic Rules and Road Safety norms. Employees driving four-wheeler must ensure he/she wears a seat belt and also, employee riding Two-Wheeler (Scooter/Motorcycle) must wear a good-quality helmet.
4. Any Challan issued by Traffic Police for violation of Traffic Rules shall be borne by the employee.

b) Office vehicle

The staff may use office vehicles in different projects fieldwork, only after the travel plan is pre-approved by the competent authority.

5. Proposed Practice for claiming the travel by own vehicle:

For all employees across divisions currently following a per km Local Conveyance reimbursement calculations:

1. The reimbursement for a two-wheeler will be claimed @ Rs. 3.5 per km. calculated as per the logbook maintained and checked by the respective coordinator. (Here the calculation is made as Total KM X 35 (avg.) @ Current Petrol rate Rs. 110).
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2. The reimbursement for four-wheelers will be claimed @ Rs. 10 per km calculated as per the log-book maintained and checked by the respective coordinator. (Here the calculation is made as total KM X 10 (avg.) @ Current Petrol/ diesel rate.
3. The CEO will claim Rs. 15 per km for four-wheelers and the bill approved by the Officials
4. Office vehicle, if used for any project purpose the rent of Rs. 1500 per day and petrol/ diesel expenses on an actual basis will be approved.

Appendix:

1. Monthly Log & Travel Sheet

(Template)

For Regular travel in the work area.

YUVA RURAL ASSOCIATION		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Monthly Log & Travel Sheet</div>						
Name of Staff:		Month:		Year:				
Project:								
Date	Time	Log of Daily Activities	From	To	Mode of Travel	Purpose of Travel	Kms.	Amount (Rs.)
					TOTAL			
Receiver Sign:				Checked By:				



AMENDMENTS

Any changes in the staff policy can be introduced by the Governing Board of YRA on the recommendation of the CEO or of their own accord or on the basis of recommendations emanating from the Management Team/YRA Staff General Body and forwarding to the CEO with her/his recommendations. This travel Policy of YRA was discussed and mandated by Governing Council in its meeting held on 21th April 2023 and will be applicable with effect from _____.


CEO


Secretary

President