



SHEIKH SIRAJ FOUNDATION

Travel Policy

2020 Sheikh Siraj Foundation

TRAVEL POLICY

The objective of having a clearly laid down travel policy is to minimize the program expenditure incurred on travel and to have an effective system in place so as to prevent misuse of funds and official transport.

1. Domestic Travel

- 1.1 Air travel should be on economy class only.
- 1.2 Prior approval of Manager Finance & Administration or Head of the organization should be obtained for all travel/tour schedules on the prescribed form before the commencement of the tour.
- 1.3 All travel requests should be through the Travel Authorization Form.
- 1.4 Availability of funds within the appropriate budget line must be ensured before approving the travel authorization.
- 1.5 Travel advance should be taken from the office up to three days before commencement of travel.
- 1.6 All travel expense claims should be made through a memo and addressed to Finance Department and shall be supported by original receipts. Used tickets and boarding card stubs should be handed over to Administration Department within five working days of returning to the office.
- 1.7 Account should be settled within five working days of returning to the office. In case the accounts are not settled within the stipulated time then the advance will be settled against the salary of the employee for that month.

2 International Travel

- 2.1 Air travel should be on economy class only.
- 2.2 Travel mode should be Economy Class.
- 2.3 The Section should explore for all possible routes available from destination to destination.
- 2.4 All travel expense claims should be made through a memo and addressed to Administration & Finance Section and shall be supported by original receipts. Used tickets and boarding card stubs should be handed over to the section within five working days of returning to the office.



2.5 Account should be settled within ten working days of returning to the office. In case the accounts are not settled within the stipulated time then the advance would be settled against the salary of the employee for that month.

2.6 All donor requirements relating to international travel should be adhered to.

3 OFFICE TRANSPORTATION & VEHICLE MAINTENANCE

3.1 Office transportation should be used for official purposes only.

3.2 Private/unauthorized use should be strictly prohibited and any staff member found guilty need to be warned/ penalized.

3.3 All vehicles should maintain separate log books in which travel details and distance should be logged by the driver and verified by the requester. The logbook should be closed daily, signed by the driver and verified by the Administration Department

3.4 Administration department should also prepare monthly consumption report indicating average monthly consumption and charging to the respective projects at a specified rate.

4 Vehicle Inspection and Maintenance Procedure

4.1 The primary responsibility of maintaining the office vehicle would be of the assigned driver.

4.2 All office vehicles should be checked on weekly basis.

4.3 Details along with receipts of all repairs and maintenance of each vehicle should be duly entered in the Vehicle Maintenance Record Sheet.

ADOPTION OF POLICY

I do hereby certify that the above stated Policy for Sheikh Siraj Foundation were approved and adopted by the board of directors on 27thMar 2020 constitutes a complete copy of the Travel Policy of SSF.

Reviewed By CFO

Signature _____



Approved By The Board

1. Sheikh Izhar ul Haq (Director/ Chairman)

Izhar ul Haq

2. Talha Izhar (Director/ CEO)

Talha

3. Mahwish Binte Qayyum (Director/ Secretary)

Mahwish

4. Osama Izhar (Director)

Osama

