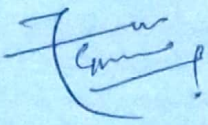




# KDO Travel Policy

**KHAGARAH**  
KHAGARAH Development Organization  
(KDO)

Nazish Mohsin  
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16.8.23.

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### 1. Purpose

The purpose of this policy is to provide clear guidelines for the management of travel and subsistence expenses for all employees, consultants, and volunteers of KDO, ensuring that all travel activities are conducted efficiently, cost-effectively, and in compliance with KDO's operational and financial guidelines. This policy aims to ensure the proper management of travel budgets, adherence to donor requirements, and the safety and well-being of all personnel involved in official travel.

### 2. Scope

This policy applies to all KDO employees, consultants, and volunteers who are required to travel for work-related activities such as program implementation, capacity-building sessions, meetings, or field visits. The policy covers transportation, accommodation, meals, per diem allowances, travel insurance, and related expenses.

### 3. Travel Approval Process

- **Pre-Approval:** All official travel must be pre-approved by the relevant department head or project manager before any bookings are made. Travel must be justified as necessary for fulfilling KDO's objectives and must align with the overall project goals.
- **Travel Plan Submission:** Travel requests should be submitted at least two weeks prior to the intended departure, wherever possible, to ensure sufficient time for planning and securing the most cost-effective options.
- **Approval Criteria:** The travel approval will be based on the purpose, budget availability, project needs, and the most efficient use of funds. Approval must be granted for both local and international travel.

### 4. Travel Arrangements

- **Air Travel:** For domestic and international flights, economy class should be booked. Business-class or first-class tickets will only be approved in exceptional cases, such as for long-haul international flights or when the traveler's medical condition requires it. Such cases must receive prior written approval from senior management.
- **Booking Flights:** All flights should be booked through KDO's designated travel agency or a pre-approved online platform. Travelers should strive to book flights at least 14 days in advance to secure the best rates.
- **Reimbursement for Air Travel:** In rare cases where travel arrangements are made personally (due to urgent travel or special circumstances), the employee may submit reimbursement claims within the policy's established guidelines.
- **Ground Transportation:** The most cost-effective and efficient mode of transport should be used, including public transportation (e.g., buses, trains), taxis, or KDO's vehicles. For travel in remote areas where public transportation is not available, taxis or private car hire may be considered.
- **Private Vehicle Use:** If a private vehicle is used, reimbursement will be made based on the approved rates for mileage and fuel expenses, and these must be properly documented.
- **Accommodation:** KDO will provide accommodations in standard, mid-range hotels or guest houses based on location and availability. Accommodations should be affordable yet provide a safe and comfortable environment conducive to the purpose of the trip.
- **Hotel Selection:** Hotel bookings must be made in advance and should align with KDO's cost-effectiveness goals. Special requests, such as higher-class rooms or additional services, require prior approval from the relevant project manager or department head.
- **Payment of Accommodation:** Direct payment to the hotel is preferred, but in case of advance payment by the employee, reimbursement will be made upon submission of valid receipts.

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## 5. Meals and Per Diem

- **Per Diem Allowance:** A daily allowance will be provided for meals, drinks, and incidental expenses while traveling. The per diem will be calculated based on the destination and in accordance with KDO's standard rates, which are aligned with the project's budgetary guidelines.
- **Rates:** Per diem rates vary by country and location. The rates will be reviewed annually to reflect any changes in local living costs and inflation.
- **Meal Expenses:** If the traveler is required to purchase meals during travel, they are expected to adhere to the limits of the per diem allocation.
- **Reimbursement Process:** All meal and incidental expenses exceeding the per diem allowance require a valid explanation and justification before reimbursement is considered.

## 6. Travel Insurance

- **Insurance Coverage:** KDO ensures that all employees, consultants, and volunteers traveling for official business are adequately covered by travel insurance. This coverage should include medical emergencies, accidents, theft, and loss of personal belongings, including emergency evacuation if necessary.
- **Health and Medical Insurance:** KDO will provide health insurance for all international trips, ensuring that travelers are covered for both routine and emergency medical situations during travel.
- **Travel Insurance Plan:** Insurance policies should be arranged and provided by KDO prior to the departure, and travelers should carry a copy of their insurance coverage details while on travel.

## 7. Travel Documentation and Reporting

- **Documentation Required:** Travelers are responsible for ensuring they have the necessary travel documents such as passports, visas, vaccination certificates (if applicable), and any other travel-related documents needed for their trip.
- **Expense Documentation:** All travel-related expenses must be documented, and original receipts should be submitted for reimbursement. This includes receipts for transportation (air, ground), hotel, meals, and any other travel-related expenses incurred.
- **Travel Reports:** After returning from a trip, travelers must submit a travel report detailing the purpose of the trip, meetings held, outcomes, and any other relevant findings that will contribute to the success of KDO's projects.

## 8. Safety and Security

- **Risk Assessment:** Before traveling to any region, especially remote or conflict-prone areas, a thorough safety risk assessment will be conducted by the KDO Safety and Security Officer. Appropriate actions will be taken to mitigate any risks.
- **Emergency Protocols:** In case of emergencies, travelers must follow the security protocols laid out by KDO, which may include evacuation procedures, immediate reporting to the local authorities, and emergency contacts provided by KDO.
- **Travel Warnings:** Travelers must adhere to any travel restrictions or advisories issued by national and international bodies, such as the World Health Organization (WHO) or their government.

## 9. Non-Reimbursable Expenses

- The following expenses will not be reimbursed:
- Personal expenses such as personal phone calls, entertainment, and non-business-related activities.

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- Alcoholic beverages unless part of an officially sanctioned event.
- Personal gifts and non-work-related purchases.
- Family or accompanying persons' expenses.

## 10. Compliance and Monitoring

- Adherence to Policy: KDO expects all staff, consultants, and volunteers to comply with this travel policy. Any deviations from the policy will require prior approval from the relevant department head and could result in non-reimbursement of the related expenses.
- Audit and Review: KDO will conduct periodic audits to ensure compliance with travel and subsistence guidelines. This will include reviewing travel reports and receipts and assessing adherence to the budgetary limits.
- Policy Review: This policy will be reviewed annually or whenever there are significant changes in KDO's operational needs, project guidelines, or donor requirements. Any updates or amendments to the policy will be communicated to all relevant parties.

This detailed Travel Policy for KDO ensures that all official travel is well-managed, cost-effective, and compliant with the organization's goals and donor requirements. It emphasizes safety, accountability, and transparency, which are essential for the smooth execution of travel-related activities.

*Nazish*

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BOD KDO

26.08.23

*Farah*

FARAH SHAHID

EXECUTIVE DIRECTOR

KDO

16.08.23