
Travel Policy and Procedures Manual

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AID ORGANIZATION

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Dear Traveler

These guidelines are intended to assist AID-Organization volunteers and staff in planning travel, and in the proper procedures for filing expense reports. Our goals are twofold: first, to meet our financial management responsibilities, and second, to avoid unnecessary delays in the reimbursement of your expenses.

All travelers should be aware that only persons who are authorized prior to visiting campuses or attending pertinent meetings and activities will be reimbursed for their expenses. Reimbursable expenses are established according to the budget limit established by the Board of Directors for the activity. AID-Organization staff will advise volunteers of the extent to which travel may be reimbursable. If there is a question on reimbursements or allowable expenses, please seek guidance from your respective Team Chair, Committee Chair or Staff Liaison.

To facilitate financial and cost controls, Team Chairs, Committee Chairs and Staff Liaisons should have a very clear understanding of the budget provided for any given activity, and their responsibility for controlling travel costs. To avoid misunderstandings, travel by volunteers and staff must be planned and authorized in advance. This will avert any after-the-fact disagreement or, worse, the need to curtail travel or withhold a reimbursement.

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Executive Director
AID-Organization

I. GENERAL POLICY

A. Background

The purpose of this manual is to establish the policies and procedures of the AID-Organization concerning authorized travel expenses for employees incurred while conducting activities on behalf of and for the benefit of AID-Organization. These activities trips are domestic and, under exceptional circumstances, international. Employees traveling on AID-Organization activities are entitled to transportation, hotel accommodations, and services, as needed, which meet reasonable and adequate (not lavish) standards for convenience, safety, and comfort. Employees are expected to use discretion and good judgment regarding expenses charged to AID-Organization. These policies will be consistently adhered to irrespective of the funding source (i.e., with monies from finance of Donor/HO sources). It is the responsibility of all AID-Organization employees to comply with the policies and procedures in this manual. It is the responsibility of the Executive Director to ensure that these policies and procedures are implemented.

B. Related Personal Travel

Any personal expenses incurred during, before, or after official AID-Organization activities are the responsibilities of the employee. If the employee wishes to take a side trip before or after the official AID-Organization activities/programs trip, then any expenses associated with these trips are the responsibility of the employee.

An employee may extend a activities trip over a weekend when attending a meeting or conference that begins on a Sat day or ends on a Thrust day. AID-Organization will reimburse the employee for authorized travel expenses associated with such trips provided there is a net savings to AID-Organization. Such travel expenses must be approved in advance by the Executive Director.

An employee may combine vacation or personal leave with a activities trip, if it is approved in advance by the Executive Director, including first completing a necessary request form (see Attachment A) and then having it signed by the Executive Director. AID-Organization will reimburse the employee for authorized travel expenses associated with the activities portion of such trips provided there is a net savings to AID-Organization. AID-Organization is not responsible for any costs (e.g., transportation, lodging, or meals) associated with the vacation or personal days.

C. Traveling Companions

Any additional costs associated with an employee's traveling companion cannot be charged to AID-Organization and are the responsibility of the employee (i.e., spouses/guests traveling with AID-Organization employees are responsible for paying their own individual expenses).

II. TRAVEL PROCEDURES

A. Approvals

All travel must be approved in advance by the Executive Director. (For international travel to be paid for with Donors/HO funds/Account, the Executive Director must ensure that prior approval from the appropriate federal agency is obtained.) It is the responsibility of all AID-Organization employees wishing to travel to obtain any necessary approval from the Executive Director, and to prepare, in conjunction with the Administrative Assistant, a Travel Authorization Form (Attachment B).

B. Reservations

All reservations, including airline, hotel, car rental, and other, will be made by the Administrative Assistant, unless otherwise agreed to by the Administrative Assistant. A Travel Authorization Form will be required prior to finalizing reservations. If an individual makes their own reservations, then a signed Travel Authorization Form must be obtained prior to the travel occurring. (Note, E-reservations will follow the same procedures.)

C. Airline Travel

Whenever air transportation is used, reservations should be made as far in advance as possible and the lowest airfare should be used.

D. Automobile Travel

Whenever a personal automobile is used, reimbursement will be made at a cost-per-mile basis, in accordance with the current Internal Revenue Service rate (**\$0.51 per mile for 2011**). Tolls and parking fees will also be reimbursed. Reimbursement will not exceed the amount of coach airfare and associated costs (e.g., transportation costs to and from the airport).

E. Car Rental

Employees may rent economy-class vehicles (i.e., less than or equal to mid-size). When three or more travelers share a vehicle, rental of a full-size vehicle is authorized.

When renting a car in the Bangladesh, the collision damage coverage should be waived, if the employees' personal automobile insurance will provide this coverage. AID-Organization will reimburse the traveler for liability insurance, if it is charged separately. When renting a car in a foreign country, the full package of insurance offered by the rental agency should be obtained. AID-Organization will also reimburse the traveler for any gasoline charges. A receipt must be obtained and submitted with the Expense Report (Attachment C) in order to be reimbursed for car rental and gasoline expenses.

If an employee uses a rental car for personal use and, as a consequence, there are additional costs (e.g., a mileage charge could occur when a traveler uses an authorized rental car for sight-seeing purposes during a weekend), then these costs are the responsibility of the employee.

F. Frequent Flier Mileage

Employees are authorized to accumulate frequent flyer miles for their personal account. Under no circumstances shall this influence ticketing, be counter to AID-Organization's written travel policies, or unduly impact AID-Organization in any way.

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III. TRAVEL EXPENSE POLICIES

A. General

It is AID-Organization's policy to follow generally the federal travel regulations and to ensure that all expenses are consistent with the responsible use of available resources.

B. Lodging

It is AID-Organization's policy that actual, reasonable costs will be reimbursable for lodging expenses. Hotels of moderate and reasonable comfort should be sought, rather than deluxe or luxury hotels. Each traveler should use their best judgment in selecting a location and hotel to stay, recognizing that their health and safety are of paramount importance.

The AID-Organization's Per Diem rate authorized for lodging at that location should be used as a benchmark for what constitutes reasonable costs. AID-Organization is aware that as a nonprofit organization, the same reduced rates for the General Body or Executive Committee are not always available. Consequently, travelers will be reimbursed for the actual cost of their lodging costs plus taxes. A receipt must be obtained and submitted with the Expense Form in order to be reimbursed for lodging expenses.

C. Meals and Incidental Expenses

It is AID-Organization's policy that actual, reasonable costs will be reimbursable for meals and incidental expenses. The AID-Organization Per Diem rate authorized for meals and incidental expenses at that location should be used as a benchmark for what constitutes reasonable costs.

D. Miscellaneous Expenses

It is AID-Organization's policy that actual, reasonable costs will be reimbursable for other travel-related expenses. Examples of other, allowable miscellaneous expenses include: taxi/shuttle fares to/from airport, parking fees, business-related photocopying and facsimiles, equipment rental, and one telephone call home each day away on travel.

Examples of expenses that are not allowable include: alcoholic beverages, parking fines or tickets, personal travel expenses, or personal medication.

All expenses must be listed on the Expense Report. Itemized receipts are required for all meals

E. Travel Advance

It is AID-Organization's policy not to provide cash advances for business trips. AID-Organization does, however, provide its regular, full-time employees with an organizational credit card for their use. Any such credit card charges must be identified on the Expense Report. (Note, the organizational credit card shall not be used to pay for any personal expenses. Any personal expenses that are inadvertently charged to the organizational credit card are the responsibility of the employee.)

IV. REPORTING REQUIREMENTS

A. Expense Report

An Expense Report (Attachment C) must be submitted to the Administrative Assistant within 10 days of completing a business trip. Each traveler is responsible for preparing and submitting their own report. Each traveler is responsible for providing receipts to support. All meal expenses and all other expenses over as per HR Policy of AID-Organization, The traveler is also responsible for submitting all used and unused airline tickets purchased by AID-Organization or the traveler.

B. Trip Report

A traveler may be asked to prepare a Trip Report (Attachment D) for certain trips, as determined by the Executive Director. The report will be due within 10 days of completing a business trip and submitted to the Executive Director.

V. THIRD PARTY REIMBURSEMENT OF TRAVEL EXPENSES

AID-Organization employees may be asked to participate in outside meetings, seminars, lectures, or committees. These requests may include offers by a third party to pay travel costs (or portions thereof), registration fees, or an honorarium.

Participation in outside meetings, seminars, lectures, or committees must be approved in advance by the Executive Director. It should be noted that in accordance Article XVII of the AID-Organization By-Laws (HR-Policy): “(t)he members recognize that there may be confusion as to the relationship of AID-Organization and its member states relative to the authority of AID-Organization to speak on behalf of its members or any individual member to speak on behalf of AID-Organization. Therefore, no member shall take a public or private position on behalf of AID-Organization or purporting to represent AID-Organization on any air quality or air modeling issue unless the members have reached consensus on such issues. In addition, the executive director and executive staff shall take no positions on any air quality issues or air modeling policy issues independent of the members. For any air quality or air modeling policy issue on which the members have reached consensus, the executive director and the executive staff may represent AID-Organization on any such issue consistent with the consensus reached by the members.”

If it is deemed appropriate for a AID-Organization employee to participate in an outside event as part of their official duties, then offers by a third party to reimburse AID-Organization for employee expenses may be accepted by AID-Organization. Any travel expenses not covered by a third party, will be covered by AID-Organization in accordance with AID-Organization’s travel policies and procedures. If an employee is reimbursed or paid directly by a third party, then the employee’s Expense Report shall clearly identify such expenses. AID-Organization employees should not accept any special benefits, such as first-class travel or luxury hotel accommodations. AID-Organization employees may accept honorariums, if approved in advance by the Executive Director and if in compliance with AID-Organization’s conflict of interest policy (see “Personnel Policies and Procedures Manual”, Section VII. E).

VI. REIMBURSEMENT OF TRAVEL EXPENSES BY STATE EMPLOYEES

It is AID-Organization's policy to provide travel support for its member States on an as needed and equitable basis, and in a manner consistent with the responsible use of available resources. To manage its travel funds, AID-Organization shall prepare an annual summary of state travel reimbursements and shall deliver this summary to the Board of Executive Committee. As appropriate, the Board may direct changes in any future travel-related expenditure.

A. General Principles

Consistent with its main purpose to "...provide technical assessments for and assistance to its member States on air quality issues, and to provide a forum for its member States to discuss air quality issues", AID-Organization shall:

- Hold meetings, workshops, and conferences as part of the general administration of the organization and to carry out its mission.
- Support attendance by its member States at AID-Organization sponsored meetings, workshops, and conferences. This support may include actual, reasonable costs for lodging, travel, and meals and incidental expenses. For AID-Organization sponsored meetings, workshops, and conferences, AID-Organization may provide certain services, such as meals, for which no reimbursement may be claimed by its member States.
- Support attendance by its member States at meetings, workshops, and conferences sponsored by other organizations which are related to and consistent with the mission of AID-Organization, including those sponsored by other Donors/partners/JVs. This support may include actual, reasonable costs for registration, lodging, travel, and meals and incidental expenses.

B. Reimbursement Policy

State employees seeking reimbursement from AID-Organization for travel-related expenses shall comply with AID-Organization's travel policies and procedures as outlined in this manual. Reimbursable expenses include actual, reasonable costs for registration, travel, lodging, and meals and incidental expenses. If necessary, then AID-Organization may limit the number of representatives from each state receiving reimbursement for a given meeting.

ATTACHMENT A TRAVEL - VACATION COMBINATIONS

Name _____

Dates/Purpose of Travel _____

Dates of Vacation _____

Justification of Expenses _____

Approved: _____ Date: _____

Executive Director

ATTACHMENT B
TRAVEL AUTHORIZATION FORM TRAVEL ACCOUNT:

TRAVELER:

PURPOSE OF TRAVEL:

APPROVED BY: _____ DATE: _____

DATES OF TRAVEL:

<p>Airport:</p> <p>Airline/Flight#</p> <p>Destination City:</p> <p>Date:</p> <p>Departure Time: Arrival Time:</p> <p>Notes:</p>
<p>Hotel:</p> <p>Dates/Number of nights:</p> <p>Confirmation:</p> <p>Cancellation Policy:</p> <p>Shuttle:</p> <p>Hotel Phone:</p>
<p>Car:</p> <p>Rental Company:</p> <p>Confirmation:</p> <p>Notes:</p>
<p>Airport</p> <p>Airline/Flight#:</p> <p>Destination City:</p> <p>Date:</p> <p>Departure Time: Arrival Time:</p> <p>Notes:</p>

ATTACHMENT C

Expenses Report

Name:

Designation:

Cell:

Signature

Date of Travel: From..... To.....

Purpose of Travel:

Date	Project/ Activities	Transport	Lodging	Meals	Taxi/ Car/ Vehicle	Parking	Others (Toll, etc)	Total Amount

Please Note (if any):

ATTACHMENT D TRIP REPORT

Name of Traveler: _____ Travel Dates: _____

Purpose:

Organization Visited / People Contacted:

Observations/Findings:

Proposed Changes and/or Recommendations:

Other Comments: