



TRAVEL POLICY

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Target audience:	Board of Directors, Staff Volunteers/Interns

PURPOSE

The purpose of Community Links and Human Empowerment Initiative (CLHEI) Travel Policy and Procedures is to provide guidance to individuals whose travel is funded by CLHEI funds. The policy encourages environmental accountability, cost effectiveness and fiscal responsibility, and that health, safety, and security concerns are met.

GENERAL TRAVEL INFORMATION

Employees must arrange all travel (airfare, lodging, and ground transportation) through the finance department. By booking travel through the finance department, we ensure that the arrangements are made in compliance with policy, volume discounts are leveraged and security receives location information to support employees in the event of a travel disruption. Finance will be reviewing expenses to ensure employees are in compliance with the policy.

AIR TRANSPORTATION

Reservations In order to optimize cost savings for the organization, employees should make travel arrangements 7 or more days in advance of domestic travel and 14 or more days in advance of international travel. Travel itineraries are based on, and in order of: Non-stop routes, the organization's preferred carriers, lowest possible fare available at time of booking, and flights available two hours before and two hours after the requested flight time.

Domestic Flights:

Coach Class Non-Refundable Coach class is the in policy booking class for all domestic flights. If a medical condition necessitates upgraded travel, you must obtain a physician's order and discuss with a finance Rewards benefits representative for approval prior to booking. Personal Upgrades Personal miles or coupons can be used to upgrade to first class, or an employee may opt to pay personally for the price difference between coach and first class. Travel will request a personal credit card from the employee at the time of booking to charge the difference in fare between coach and first class.

First Class Upon request, Travel will book flight in first class if the departure is after 9 p.m. This applies to domestic flights only.

Cancellation Policy If you need to cancel an airfare reservation, you should do so through Travel. Domestic airline tickets are often non-refundable, and cancelled reservations will result in an airfare credit being issued which can be used by the ticketed passenger within a calendar year and subject to individual airline requirements. Business class flights can be non-refundable or refundable. The travel confirmation will indicate the fare type and rules.

GROUND TRANSPORTATION

The most cost-effective, safe, and efficient ground transportation is to be used.

Taxi; Taxi is to be used only for local conveyance and not as mode of travel for long/short distances. If need be, can be used for short distances but has to be approved by the reporting authority prior to the travel.

Rental Car; In general, an intermediate or smaller car is the car type within policy; however, the size and type of the rental car should be appropriate for the number of people in the car and the road conditions on which it will be used

ENVIRONMENTAL ACCOUNTABILITY

CLHEI is committed to being environmentally responsible and accountable organization and actively considers the consequences of its decisions, policies and actions on biodiversity, ecosystems and the people who depend on them. As a result, Staff members are encouraged to limit the amount of travel they undertake and travel in environmentally responsible ways in order to minimize the overall environmental footprint of the organization.

HEALTH, SAFETY AND SECURITY

Travellers are not required to travel to locations or use modes of transportation which are likely to endanger their safety or well-being. Travellers shall liaise with CLHEI Contact Person to assess the health, safety and security situation at all destinations before travelling. If there is any doubt as to whether Travellers may be exposed to a high security or health risk they should not travel. Travellers are required to be familiar with relevant security information concerning their travel route and destination, and to take precautionary measures as appropriate.

OVERNIGHT ALLOWANCE

Travellers will be reimbursed for the actual cost of accommodation. Reasonably

priced, mid-range hotels, in a safe location, should be used where possible. Luxury hotels will not be reimbursed unless at a similar rate to reasonably priced, mid-range hotels or if it is required to stay in such a hotel for a specific event. In cities where the organization has contracted with a specific hotel, Travel will book a room at the contracted hotel. In cities where there is more than one contracted hotel, the employee may choose among contracted hotels. When travel schedules require early hotel check in and additional hotel charges are incurred, the additional charges are considered reimbursable.

The following is approved for overnight allowances for staff and volunteers on official assignments within Benue.

Accommodation	#10,000
DSA	#15,000
Transportation	#5,000
Total	#30,000.00

Note that the rates differ outside Benue.

The following is approved for allowances for staff and volunteers on official assignments outside Benue.

Accommodation	#20,000
DSA	#25,000
Transportation	# 303 per mile
Communication	# 5,000

REIMBURSEMENT MECHANISMS

It is the policy of Community Links and Human Empowerment Initiative (CLHEI) to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel.

Transport and accommodation costs are reimbursed on the basis of actual costs incurred, whereas the cost of meals and ancillary costs are reimbursed on the basis of a Daily Subsistence Allowance (DSA).

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Official travel policies are aligned with CLHEI reimbursement rules. All official travel paid with CLHEI funds must comply with organizational expenditure policies.

AUTHORIZATION

AND

RESPONSIBILITY

Staff travel must be authorized; travellers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 48 hours of completion of a trip, the traveller must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

An individual may not approve his or her own travel or reimbursement. The travel reimbursement form must be signed by the executive director or the finance manager. Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

TRAVEL & REIMBURSEMENT

Employees would have to travel from time to time out for official assignment. At this time the staff shall be reimbursed for legitimate and official expenses incurred during the journey. Travels due to workshops, meetings etc, staff or volunteers are expected to remit at least 0% of their monies gained during such trips for sustainability. Any assignment carried out by a staff or volunteer on behalf of CLHEI is to remit same as above.

TRAVEL REIMBURSEMENT GUIDELINES.

The following is a list of expenditure allowable during travel on official assignments.

- Transportation cost
- Programme communication expenses, which include telephone, telex, fax, courier services and email.
- Feeding allowances
- Per diem
- Accommodation

CAUTION ON TRAVEL REIMBURSEMENT

- CLHEI shall reimburse its staff for travel expenses in such a way that employee do not derive any material benefits nor suffer any material losses from their business travel. Employees are encouraged to display sound and prudent judgment in the expenditure of their own funds.
- Local travel expenses are to be reimbursed on the basis of kilometers covered and appropriate amount shall be charged per kilometer from time to time.
- For feeding, CLHEI staff or volunteer shall be entitled to a daily subsistence allowance of a specific amount. This amount shall be commensurate with the staff position and grade.
- Other expenses such as hotel accommodation, telephone calls etc shall be reimbursed only on presentation of appropriate receipts or an expense voucher signed by employee. In case where this does not occur, approval should be required in advance especially where excess of required amount is spent. Employees are requested to show receipts for any expense they incurred and all expense must be approved and signed by the chairperson before payment is made.
- Any staff that collects advance, must prepare all expense reports, and submit within two days of returning from such a trip.
- Payment for travel and additional advance will not be granted until the outstanding allowance is cleared or settled or retired.
- Finally, each employee claiming reimbursement for business expenses should do so by completing the expenses report and this shall be submitted to ED for approval.

EXPENSE ADVANCE

An employee who is required to travel on official duty may request travel advance to cover the cost of such travel. The size of the advance requested should relate directly to the expected cost of the travel to be undertaken.

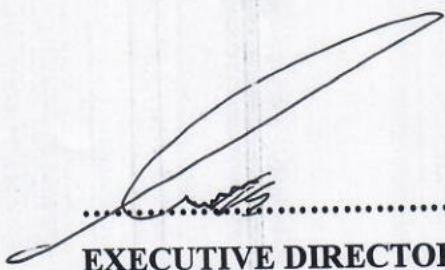
Expense reports amounting to what amount is left (specify it) especially when large advances are taken, should be submitted within 2days on completion of the assignment. No additional advances requests may be approved until the outstanding advance is reconciled / retired.

EXPENSE REPORTS

Each employee claiming reimbursement for program expenses should do so by completing an expense report form and submit same to the account officer for verification after which he/she gives final approval. Receipts should support expenses especially if the expenses exceed #500.



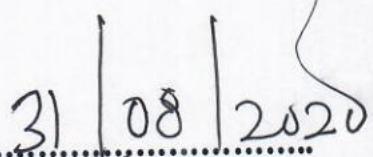
BOARD CHAIRMAN



EXECUTIVE DIRECTOR

31/08/2020

SIGNATURE/DATE



SIGNATURE/DATE