



Aas Health Foundation

Swayambhu Apt 2, Near Nasare Sabhagruh,
Hudkeshwar Road, Nagpur – 440034.

Travel Policy

1. Introduction

AA Health Foundation (hereinafter referred to as "the Foundation") recognizes the importance of travel for the effective execution of its programs and operations. This Travel Policy outlines the guidelines and procedures for all employees, volunteers, and authorized personnel who are required to travel for Foundation-related business purposes.

The goal of this policy is to ensure that travel is conducted efficiently, safely, and cost-effectively while maintaining the well-being and comfort of travelers. It also ensures compliance with the Foundation's financial and ethical standards.

2. Purpose

The purpose of this Travel Policy is to:

- Provide clear guidelines for planning and approving travel.
- Establish principles for cost control while maintaining safety and efficiency.
- Outline the reimbursement process for travel-related expenses.
- Ensure the safety and security of employees and stakeholders while traveling.

3. Scope

This policy applies to all employees, volunteers, contractors, and consultants who travel for the purpose of conducting Foundation-related activities, including:

- Attending conferences, seminars, and workshops.
- Visiting project sites or field offices.

- Meeting with stakeholders or partners.
- Any other travel deemed necessary for the Foundation's operations.

4. Travel Authorization and Approval

- **Pre-Approval Required:** All travel must be approved in advance by the traveler's supervisor or department head. Travel requests should be submitted **at least one week prior** to the planned departure date.
- **Travel Request Form:** Travelers must complete a Travel Request Form detailing the purpose of the trip, destination, estimated travel expenses, and expected duration of the trip.
- **Budget Considerations:** All travel should be within the budget allocated for the trip and should be cost-effective, considering available options.

5. Booking Travel

- **Flights:** Travelers should book economy class tickets for domestic and international flights. Upgrades to business or first class are only permitted in exceptional cases, such as medical necessity or extended flight durations. All flight bookings should be made through the Foundation's designated travel agency or approved booking platform.
- **Accommodation:** Accommodation should be booked in standard, comfortable, and reasonably priced hotels. The choice of accommodation should balance comfort and cost. Travelers should not book luxury accommodations unless required for security or specific business needs.
- **Ground Transportation:** When possible, public transportation or shared ride services (e.g., taxis, ride-sharing apps) should be used. If rental cars are required, they should be booked in economy or compact categories unless a larger vehicle is needed for specific business requirements.

6. Travel Expenses and Reimbursement

- **Eligible Expenses:** The Foundation will reimburse reasonable travel-related expenses, including:
 - Transportation (airfare, ground transportation, mileage, etc.)

- Accommodation (hotel fees)
- Meals (in accordance with daily meal per diem rates)
- Visa and passport fees (if applicable)
- Conference or event registration fees
- **Non-Eligible Expenses:** The following expenses are not reimbursable:
 - Personal expenses (e.g., souvenirs, entertainment, leisure activities)
 - Alcoholic beverages
 - Excessive upgrades (e.g., upgrading to business or first-class travel without prior approval)
- **Receipts:** Travelers must retain original receipts for all expenses to be reimbursed. Receipts should be submitted with an expense report upon return from the trip. The Foundation may provide per diem allowances for meals and incidental expenses, which will not require receipts.
- **Per Diem Rates:** The Foundation will provide a daily per diem to cover meals and incidental expenses during travel. The per diem rate will be based on the destination and is reviewed periodically to ensure alignment with reasonable costs.

7. Safety and Security

- **Travel Insurance:** All employees and authorized travelers are required to have appropriate travel insurance coverage while traveling for Foundation business, including medical coverage, accident coverage, and coverage for trip cancellations or delays.
- **Health and Safety Precautions:** Travelers should follow all safety protocols, including vaccinations or other health-related requirements for international travel, and adhere to the Foundation's safety guidelines while traveling.
- **Emergency Situations:** In case of emergency (e.g., natural disasters, political instability), travelers should immediately contact the Foundation's designated travel coordinator or emergency contact. The Foundation will ensure support is provided as needed.

8. Code of Conduct and Professional Behavior

- **Professional Conduct:** Travelers should conduct themselves in a professional manner while traveling and represent the Foundation with integrity, respect, and consideration for the local culture.
- **Personal Travel:** Personal travel combined with business travel is permitted only if the business portion of the trip is unaffected and approved in advance. Any additional costs related to personal travel (e.g., extended stay, additional transportation, or accommodation) must be covered by the traveler.

9. Travel Report

Upon return from travel, travelers must submit a Travel Report, which includes:

- A summary of the trip, including the objectives achieved.
- Any notable outcomes or follow-up actions.
- A breakdown of actual expenses compared to the initial estimate.
- Recommendations for future travel or activities.

10. Compliance with Local Laws and Regulations

- Travelers must comply with all applicable laws and regulations of the country or region they are traveling to, including visa requirements, customs regulations, and any other legal obligations.

11. Policy Violations

Failure to comply with this policy may result in delays or non-reimbursement of travel expenses, and repeated violations may result in disciplinary action. Any concerns regarding policy violations should be reported to the Foundation's HR or Finance department.

12. Review and Updates

This Travel Policy will be reviewed periodically to ensure its relevance and effectiveness. Any necessary updates or amendments will be communicated to all employees and stakeholders.

13. Contact Information

For any questions or clarifications regarding this policy, or to submit travel requests and expense reports, please contact:

- **Travel Coordinator**

Email: help@ashealthfoundation.com

Phone: 7304317605

Address: Aas Health Foundation, Hudkeshwar Road, Nagpur, MH – 440034.

Conclusion

Aas Health Foundation strives to ensure that all business-related travel is conducted in a manner that is safe, efficient, and cost-effective. This policy helps ensure that travel is well-managed, aligns with the Foundation's values, and contributes to the achievement of its mission.