
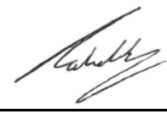




TASKEEN HEALTH INITIATIVE

TRAVEL POLICY

Prepared By	Department: Human Resource	Date: 23rd April, 2020
Approved By COO/CEO	Signature: 	Date: 30th April, 2020

Revision History Table

Revision	Date	Description of Change	Approved by COO/CEO
1.0	1st July, 2023	First Annual Revision	
2.0	1st July, 2024	Second Annual Revision	
3.0	1st January, 2025	Third Annual Revision	

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TRAVEL POLICY

POLICY STATEMENT

This policy defines travel procedures to ensure cost-effectiveness, transparency, and compliance with organizational standards, promoting safety and clarity for both internal departments and employees on business travel.

SCOPE

Applicable to all employees required to travel for business purposes, including conferences, meetings, and fieldwork. This includes both inter-city and local (intra-city) travel.

SECTION I: INTER-CITY & INTRA-CITY TRAVEL

1. TRAVEL AUTHORIZATION AND APPROVAL PROCESS

1.1 Pre-Travel Notification

Employees are required to email their line manager, with details regarding the purpose of travel, project details, confirmed dates, and any other relevant information. The travel requisition form and agenda plan for the trip must be completed and attached to the email. The line manager will review the request to assess its necessity and, if deemed necessary, will forward it to the COO/CEO, keeping HR/Admin & Procurement and Finance in CC for final approval.

1.2 Budget and Approval Coordination

Once the travel is approved by COO/CEO, Admin & Procurement department coordinates with Finance to confirm budget availability. After confirming the budget, the Admin & Procurement department will proceed with arranging the travel as per the procurement policy of the company.

1.3 Documentation and Communication

All travel-related communications, from initial requisition to expense claims, must remain within a single email thread for consistency.

2. TRAVEL ARRANGEMENTS AND BOOKING

2.1 Booking Procedures

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The Admin & Procurement department handles bookings for air tickets, accommodations, and rental vehicles once travel authorization is granted.

- Accommodations: Per room rates should range from PKR 7,500 to PKR 25,000 per night for cost control contingent on the budget for that trip.
- Rental Cars: Daily rental charges vary depending on the city. The type of car selected depends on the region, road conditions, and the number of employees traveling. This decision will be made by the Admin & Procurement department after carefully considering these factors.

2.2 Air Travel and Transport Guidelines

- Air Travel: Employees are booked in economy class for inter-city travel.
- Local (Intra-City) Travel: The most economical transport options should be used.

2.3 Compliance with Vendor Payment Terms

Vendors that allow payment terms up to 15 days post-service are preferred to facilitate organizational processing.

3. ALLOWANCES AND REIMBURSEMENTS

3.1 Per Diem Allowance

Employees are provided a per diem of PKR 5,000 per day during inter-city. This amount is disbursed in advance by Finance, and no receipts are required for per diem expenses. The per diem calculation is done by HR based on the agenda plan shared by the team for the trip.

- **Full Day Per Diem:**

A full day per diem is granted under the following conditions:

- **Departure Day:** If the employee departs before 01:00 PM and is required to work upon arrival, the day qualifies as a full day.
- **Return Day:** If the employee returns after 01:00 PM and completes any work activities prior to departure, the day qualifies as a full day.

- **Half Day Per Diem:**

A half day per diem is granted under the following conditions:

- **Departure Day:** If the employee departs after 01:00 PM and does not have scheduled work duties upon arrival, the day qualifies as a half day.
- **Return Day:** If the employee returns before 01:00 PM without any additional work responsibilities on that day, the day qualifies as a half day.

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- **Special Conditions:**

If work activities are required on what would typically be a half-day travel day:

- When work activities are scheduled prior to or after the standard travel day cutoffs (e.g., attending a morning meeting on a return day with a flight departing before noon), the day will be considered a full day.
- HR may adjust the per diem status based on the specific work requirements for each travel day.

3.2 Transportation Allowance for Airport Transfers

Employees who do not receive a fuel allowance in their monthly salary are entitled to PKR 1,000 per trip for airport transportation.

3.3 Reimbursement for Travel Expenses

If an expense arises due to a valid reason that has not been paid or arranged by the company, and the employee incurs this expense after receiving approval from the line manager and HR/Admin, reimbursement will be processed upon submission of the original receipt or invoice.

However, if the company has already arranged or covered a specific travel expense, and the employee chooses to independently incur the same expense, such costs will not be eligible for reimbursement and shall be borne by the employee.

3.4. Hardship Allowance

In the event of unforeseen circumstances occurring during official travel, Taskeen may cover the associated expenses as a hardship allowance, subject to case evaluation and approval by the COO/CEO. The employee must report the incident in detail via email to their line manager, keeping HR/Admin in CC, outlining the nature of the event and the incurred costs. The line manager, after verifying the claim, will escalate the request for approval from the COO/CEO. Reimbursement will be provided only upon approval and submission of necessary supporting documents.

4. COMPLIANCE AND SAFETY

4.1 Travel to High-Risk Areas

Travel to high-risk or remote areas must be justified and pre-approved by the line manager to ensure employee safety. In the event of an emergency during travel, employees must immediately report to the HR/Admin and Procurement departments. Employees are also required to maintain close communication with these departments throughout the trip and adhere to all

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prescribed safety protocols. Taskeen reserves the right to modify or cancel travel plans based on security advisories and risk assessments.

4.2 Intra-City Travel Requirements

Intra-city assignments over a 25 km radius (from the Taskeen office) or to designated high-risk areas will have specific transport arrangements.

5. TRAVEL POLICY FOR FUNDED PROJECTS BY PARTNER ORGANIZATIONS

For travel arrangements related to partner organizations, Taskeen's Travel Policy will be followed. However, in cases where the partner organization requires adherence to their own travel policy, this will be mutually agreed upon between Taskeen and the partner organization prior to any travel arrangements being made.

Additionally, any extra travel allowances or benefits provided by the partner organization for project-related travel will be extended to the employees for that specific travel, in accordance with the partner organization's policy. If there are specific funds allocated per diem by the partner organization for the project, the per diem amount will be determined based on the available budget provided by the partner organization, and Taskeen's per diem policy will not be applied in such cases. Employees should be aware that any allowances or per diem amounts will be governed by the agreed terms between Taskeen and the partner organization.

SECTION II: INTERNATIONAL TRAVEL

International travel refers to any work-related travel outside the country where the employee is based. This includes attending conferences, client meetings, training programs, project work, or any other business-related engagements requiring travel abroad. The company does not sponsor international trips; however, employees may travel for official purposes if fully funded by an external partner or organization. In some circumstances, based on the availability of funding the company may sponsor international travel, subject to the approval of the CEO/COO.

The same process outlined for local travel will be followed for international travel. However, additional conditions and protocols apply, as detailed below.

- Any visa applications, travel insurance, and compliance with immigration laws are the responsibility of the employee and the sponsoring organization.
- The sponsoring organization must cover all travel-related expenses, including flights, accommodation, meals, visa fees, and local transport.
- If the sponsor provides a stipend that sufficiently covers these costs, the company will not provide any additional financial support.

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TERMS AND CONDITIONS

1. For travel lasting less than one week, employees must provide at least 2 weeks' notice to allow sufficient time for arrangements. For travel exceeding one week, a minimum of one month's notice is required to ensure all logistics can be managed effectively. Late submissions may delay approvals or lead to the unavailability of preferred arrangements.
2. Employees must not contact vendors directly for bookings or arrangements. All travel-related bookings must go through the HR/Admin departments to maintain control over cost, compliance, and documentation.
3. Employees must not arrange travel with unapproved vendors. Use of unapproved vendors will result in personal liability for incurred costs.
4. Any travel expense that lacks prior approval from the line manager and COO/CEO will not be reimbursed under any circumstances.
5. Employees are prohibited from extending company-funded travel for personal purposes without explicit approval from HR/Admin. If personal travel is required, employees must cover all related expenses independently and ensure it does not interfere with official business obligations.
6. Employees must adhere strictly to the specified arrangements provided by the company. If an employee requires additional services outside of the company's arrangements—such as a separate room (if unwilling to share) or any facility not included in the company's travel provisions—these additional expenses will be borne by the employee.
7. Employees are responsible for ensuring all required documentation, including travel forms, agendas, boarding passes, receipts, and invoices, is submitted timely. Incomplete submissions or missing documents may result in delays or denials of reimbursement.
8. If an employee carries any company property (such as standees, cameras, or other equipment) during official travel, they assume full responsibility for its care. In case of any damage or loss of company property during the trip, the employee will be liable for the associated repair or replacement costs.
9. The company is not liable for the loss or damage of personal belongings during travel. Employees are advised to safeguard their valuables and carry only essential items.
10. Admin & Procurement department will arrange all travel-related services strictly based on the start and end dates provided by the employee for official purposes. If the employee requires any additional arrangements beyond these official travel dates for personal or unofficial purposes, they must organize and cover these expenses independently.
11. For funded projects, any requirements from the partner organization that differ from Taskeen's policies must be followed as instructed by HR/Admin.

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