



# DEENABANDHU TRUST

Regd. Office:  
CF-95, Sector- 1  
Salt Lake City  
Kolkata - 700 064, India

1<sup>st</sup> January, 2016

## Travel and Expense Policy

### Purpose :

The purpose of this policy is to :

- Describe the types of expenditures that are reimbursable by the trustee.
- Inform employees of their responsibilities to control and report travel and entertainment.
- Describe the process for an employee to file and obtain travel expenses and reimbursement.

### General Travel Policy :

It is the Trustee's policy to reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized trustees work.

Travel expenses must be properly documented and approved on a conveyance reimbursement report. It is each employee's responsibility to adhere to policy when involved with expenditures on behalf of the trustee. Further, it is the responsibility of the manager or approving authority to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

Employees are expected to :

- Exercise good judgment with respect to expenses.
- Spend the trustee's money as carefully and judiciously as they would their own.
- Report all expenses and advances promptly and accurately with required documentation.
- The travel expenses claimed from the Trustee does not exceed either the actual cost, or the cost of the applicable fare between the place of departure and the business destination, whichever is the lesser.
- Approval must be obtained in advance from the appropriate Trustees/approving authority.

*Sensal Mitra*



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## **Car Rental/Taxi :**

Other than Managers, all employees shall use public transport; taxis by employees (non-Managers) may be used with prior permission when carrying heavy materials or other similar situations.

## **Personal Car/Bike/Auto :**

An automobile personally owned by an employee and authorized for business use will be compensated when actually driven for such purpose and will be reimbursed a fixed amount per month plus petrol bills at actual. Mileage should be fully documented as to date, starting location, ending location, persons visited, the business purpose and the business miles.

## **Finance Department's Responsibilities :**

Review expense reports for appropriate cost center codes, approving trustees' signature and calculation accuracy.

*Saibal Mitra*

(Saibal Mitra)  
Secretary



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