



THE SEDOO INITIATIVE FOR CHILDREN WITH SPECIAL NEEDS (SECHILD) TRAVEL POLICY



Table of Contents

1. Introduction	5
1.1 Purpose of the Policy	5
1.2 Policy Objectives	5
1.3 Scope	5
1.4 Definitions and Key Terms	5
2. Governance & Responsibilities	6
2.1 Roles of Staff, Project Managers, and Business Unit Heads	6
2.1.2 Project Managers	6
2.1.3 Business Unit Heads (Partners)	6
2.2 Finance & Accounting Team Responsibilities	6
2.3 Procurement Responsibilities	7
2.4 Approval Authorities	7
3. Travel Principles	7
3.1 Value for Money	7
3.2 Transparency	8
3.3 Duty of Care	8
4. Donor Compliance	8
4.1 Priority of Donor Guidelines	8
4.2 Examples of Donor-Specific Requirements	8
4.3 Project Manager Responsibilities	8
4.4 Conflict Resolution	8
4.5 Documentation	9
5. Travel Planning & Approval Process	9
5.1 Mandatory Pre-Approval	9
5.2 Required Information on Travel Requests	9
5.3 Approval Hierarchy	9
5.4 Donor-Funded Travel	9
5.5 Timeframe for Requests	10
5.6 Record-Keeping	10
6. Travel Booking & Arrangements	10
6.1 Preferred Travel Agencies/Vendors	10
6.2 Ticketing Class Rules	10
6.3 Hotel & Lodging Standards	10
6.4 Transportation Guidelines	11

The Sedoo Initiative for Children with Special Needs (SECHILD)

Travel Policy



6.5 Visa & Travel Documentation Support	11
7. Travel Categories	11
7.1 Domestic Travel	11
7.2 International Travel	11
7.3 Field Assignments in Fragile/Conflict Areas	11
7.4 High-Risk Travel (Extra Approval/Security Clearance).....	12
8. Per Diem & Allowances	12
8.1 Daily Subsistence Allowance (DSA)	12
8.2 Lodging Allowance	12
8.3 Transport Allowance	12
8.4 Communication Allowance	12
8.5 Currency Exchange	13
8.6 General Rules	13
9. Travel Advances & Expense Management	13
9.1 Eligibility and Purpose	13
9.2 Request and Disbursement	13
9.3 Accountability and Retirement of Advances	13
9.4 Refund of Unused Balances	13
9.5 Compliance and Audit.....	14
10. Travel Expense Reimbursement	14
10.1 General Principles	14
10.2 Allowable Expenses	14
10.3 Non-Allowable Expenses	14
10.4 Documentation Requirements	14
10.5 Submission and Processing	15
10.6 Compliance and Oversight	15
11. Risk Management & Insurance	15
11.1 Travel and Health Insurance	15
11.2 High-Risk Travel	15
11.3 Emergency Preparedness and Contacts	15
12. Compliance & Audit	16
12.1 Alignment with Donor Regulations.....	16
12.2 Internal Oversight and Review	16
12.3 Documentation and Record-Keeping.....	16
12.4 Breaches and Disciplinary Measures	16

The Sedoo Initiative for Children with Special Needs (SECHILD)

Travel Policy



12.5 Continuous Improvement	17
13. Record-Keeping & Documentation	17
13.1 Retention of Travel Records	17
13.2 Project-Specific Documentation	17
13.3 Digital Record Management	17
13.4 Access and Confidentiality	17
13.5 Audit Preparedness	17
14. Monitoring & Review	18
14.1 Quarterly Financial Review	18
14.2 Benchmarking of Travel Costs.....	18
14.3 Annual Policy & Rate Review	18
14.4 staff Feedback and Ongoing Improvement	18
14.5 Policy Review Cycle	18
15. Annexes & Appendices	19
Annex A: Travel Request Form Template	19
Annexe B: Travel Retirement Form.....	19
Annexe C: Travel Expense Claim Form.....	19

1. Introduction

1.1 Purpose of the Policy

This travel Policy establishes clear, fair, and transparent guidelines for all travel undertaken on behalf of The Sedoo Initiative For Children With Special Needs (SECHILD). The policy aims to ensure that travel is:

- Conducted safely and efficiently;
- Necessary and aligned with SECHILD mission and project objectives;
- Cost-effective and compliant with donor expectations; and
- Properly documented, approved, and reported.

This policy supports the Foundation in maintaining accountability, safeguarding funds, and promoting the responsible use of donor and organisational resources. It applies to all travel—local, regional, or international—funded or reimbursed by the Foundation.

1.2 Policy Objectives

The aims of this Travel Policy are to:

- Establish consistent procedures for travel approval, booking, and reimbursement.
- Promote value for money while ensuring comfort and safety.
- Ensure adherence to future donor requirements (e.g., USAID, WHO, Global Fund).
- Define roles and responsibilities for all travel planning, approval, and accounting staff.
- Minimise risks and safeguard staff welfare during official travel activities.

1.3 Scope

This policy applies to:

- All SECHILD employees, consultants, board members, volunteers, and interns travelling on behalf of the Foundation;
- All travel paid for, reimbursed by, or charged to SECHILD projects;
- Both domestic (within Nigeria) and international travel;
- All travel-related advances, allowances, and reimbursements.

1.4 Definitions and Key Terms

Term	Definition
Domestic Travel	Travel within Nigeria for official purposes.
International Travel	Travel outside Nigeria for official purposes.
Per Diem/DSA	Daily Subsistence Allowance — a fixed amount covering meals, incidental expenses, and lodging (if applicable).
Travel Advance	Funds provided before travel to cover estimated expenses.

Retirement of Advance	The process of accounting for and reconciling funds spent during travel.
Donor-Funded Travel	Travel is charged to a specific donor grant or project.
Business Unit/Department	The thematic or administrative unit responsible for the travel activity.
Traveler	Any staff member, consultant, or partner undertaking approved travel on behalf of SECHILD.

2. Governance & Responsibilities

2.1 Roles of Staff, Project Managers, and Business Unit Heads

2.1.1 Staff Members

All travellers must:

- Obtain proper authorisation before travelling.
- Use the most economical travel options available that are still safe.
- Submit all travel-related documents and receipts upon return.
- Adhere to SECHILD financial and donor accountability standards.

2.1.2 Project Managers

Project Managers are responsible for:

- Reviewing the necessity and justification for travel.
- Ensuring the travel aligns with project work plans and budgets.
- Confirming the availability of funds before approval.
- Verifying that donor rules are applied correctly.
- Reviewing travel retirements and expense reports.

2.1.3 Business Unit Heads (Partners)

Unit Heads provide leadership oversight. They:

- Approve travel within their departments.
- Ensure that travel budgets are managed and monitored.
- Promote fairness and consistency in staff travel practices.
- Escalate high-cost or out-of-policy travel to the Executive Director or Finance team for review.

2.2 Finance & Accounting Team Responsibilities

The Finance and Accounting Team ensures that:

- Funds must be sufficient before approving any travel advance.

- Advances, retirements, and reimbursements adhere to SECHILD and donor guidelines.
- Financial records are accurately coded, supported, and filed.
- Routine reviews are carried out to prevent misuse or mismanagement of funds.

2.3 Procurement Responsibilities

Procurement ensures:

- Selection of cost-effective travel vendors, hotels, and transport providers.
- Compliance with SECHILD procurement policy and vendor selection procedures.
- Use of pre-qualified suppliers where possible for transparency and value for money.
- Payment to vendors is timely upon completion of service.

2.4 Approval Authorities

All travel must be authorised in advance. Approval levels depend on the type of travel and its associated cost.

2.4.1 Domestic Travel

Travel Type	Approving Authority
Routine field or project visits within Nigeria	Project Manager / Unit Head
Inter-state travel or multi-day trips	Executive Director
Staff of Finance, Admin, or HR	Head of Department or Executive Director
Board Member or Advisor travel	Executive Director / Board Chair

2.4.2 International Travel

Travel Type	Approving Authority
Staff participating in workshops, conferences, or donor meetings	Executive Director
Executive Director's travel	Board Chairperson
Consultants or partners travelling on SECHILD's behalf	Executive Director with Board notification

3. Travel Principles

3.1 Value for Money

All travel should be economical, balancing cost with safety, efficiency, and the Foundation's reputation. Staff must:

- Choose the most direct and cost-effective routes;
- Use economy class for air travel;
- Share transport where feasible; and
- Avoid unnecessary overnight stays.

3.2 Transparency

All travel-related expenses must be transparent, justified, and adequately documented. Staff should:

- Obtain written prior approval before incurring expenses; retain and submit all receipts; and avoid any perception of misuse or conflict of interest.

3.3 Duty of Care

SECHILD prioritises the safety and well-being of its travellers. The Foundation will:

- Ensure travellers have valid insurance and emergency contacts;
- Provide safety guidance for field or high-risk travel, and
- Maintain communication during travel.

4. Donor Compliance

4.1 Priority of Donor Guidelines

When a donor project funds travel, the donor's specific rules take precedence over this policy if they are more stringent. Examples include USAID's travel cost limitations, the Global Fund's per diem rates, or the WHO's hotel standards. SECHILD will align its internal policy with such requirements to ensure compliance.

4.2 Examples of Donor-Specific Requirements

Donor	Common Requirements
USAID	Fly America Act, economy class, itemised receipts required.
WHO/UN	UN DSA rate limits, pre-approval mandatory
Global Fund	No business-class travel except for medical or security reasons
Local Philanthropies	Prior budget inclusion and written justification

4.3 Project Manager Responsibilities

Project Managers must:

- Verify donor-specific limits before approving travel;
- Communicate these rules clearly to travellers; and
- Ensure supporting documents (e.g., approvals, receipts) are retained for audits.

4.4 Conflict Resolution

The Sedoo Initiative for Children with Special Needs (SECHILD)
Travel Policy

In case of any discrepancy between this policy and donor rules:

- The donor guideline takes precedence.
- The Executive Director and Finance Lead will record the justification and keep evidence of compliance.

4.5 Documentation

All travel funded by donors must include:

- Written travel authorisation;
- Donor or project code;
- Receipts or proof of payment;
- Retirement/expense report; and
- Supporting communications (emails, invitations, etc.).

5. Travel Planning & Approval Process

5.1 Mandatory Pre-Approval

All travel—whether local or international—must receive approval before making any bookings or commitments.

Unauthorised travel will not be reimbursed.

5.2 Required Information on Travel Requests

A Travel Request Form (Annexe A) must include:

- Traveller's name and designation
- Purpose of travel
- Dates and destination(s)
- Estimated cost breakdown (transport, lodging, DSA, etc.)
- Funding source or budget line
- Approving authority's signature

5.3 Approval Hierarchy

Level	Approval Required
Domestic travel within the state	Line Manager / Project Manager
Domestic travel across states	Executive Director
International travel	Executive Director and Board Chairperson
High-risk or emergency travel	Executive Director with Finance review

5.4 Donor-Funded Travel

If the travel is donor-funded:

- The Project Manager must confirm inclusion in the approved budget.
- Donor consent (if required) must be obtained before booking.
- All travel documents should include the donor project code.

5.5 Timeframe for Requests

- Domestic travel requests should be submitted **5 working days** before travel.
- International travel requests should be submitted **15 working days** before travel.
- The Executive Director may approve emergency travel on a case-by-case basis.

5.6 Record-Keeping

Finance and Admin must retain all travel authorisations and related documents for at least five (5) years or as specified by donor guidelines. Electronic copies should be stored in the shared drive or document management system.

6. Travel Booking & Arrangements

6.1 Preferred Travel Agencies/Vendors

To guarantee transparency and value for money:

- All flight bookings, hotel reservations, and transportation arrangements must be made through SECHILD-approved travel vendors or the administrative team.
- When working with third-party travel agents, at least three quotes should be obtained for comparison.
- Staff are not allowed to make personal bookings or seek reimbursement without prior written approval.

Procurement will maintain an up-to-date list of approved and pre-qualified vendors (airlines, hotels, vehicle rental companies, etc.), reviewed annually.

6.2 Ticketing Class Rules

- **Domestic flights:** Economy class only.
- **International flights:** Economy class only, unless a donor or board-approved exception exists (e.g., medical, disability, or flight duration exceeding 10 hours).
- Travellers must choose the most direct and economical route.
- Tickets should be purchased at least **5 days in advance** for domestic and **10 days for international** travel, where possible, to reduce costs.

6.3 Hotel & Lodging Standards

- Travellers should use safe, clean, and reasonably priced accommodations.
- Hotel selection should consider proximity to work location, security, and cost limits.
- Lodging should not exceed the approved **Daily Subsistence Allowance (DSA)** or donor-defined ceilings.

The Sedoo Initiative for Children with Special Needs (SECHILD)

Travel Policy

- Where possible, the administrative team should book and pay hotels directly to minimise staff out-of-pocket expenses.

6.4 Transportation Guidelines

- Local transportation (taxis, ride-hailing apps, car hires, etc.) should remain modest, safe, and affordable.
- Utilise shared transport or official vehicles when accessible.
- Travellers should steer clear of luxury or first-class vehicles.
- Drivers must hold valid licences, and vehicles should be insured and roadworthy.

6.5 Visa & Travel Documentation Support

- For international travel, the Administration Department will help travellers in obtaining visas, travel insurance, and other necessary documents.
- Visa and travel document expenses for official journeys are reimbursable upon submission of receipts.
- Travellers must ensure their passports remain valid for at least six months after the travel date.

7. Travel Categories

7.1 Domestic Travel

This includes all travel within Nigeria for project implementation, monitoring, or stakeholder engagement.

- Travellers must submit a travel request and obtain approval before departure.
- SECHILD management will set DSA rates for domestic travel each year based on the cost of living and donor benchmarks.

7.2 International Travel

This covers official travel outside Nigeria, including attending conferences, donor meetings, or study visits.

- All international travel requires **approval from the Executive Director and Board Chair**.
- DSA rates for international travel shall adhere to UN DSA rates or specific donor guidelines.
- Currency conversions must utilise the SECHILD current exchange rate as specified by the Finance Unit.

7.3 Field Assignments in Fragile/Conflict Areas

Where travel involves high-risk or fragile environments:

- Travellers must receive a **security briefing** before departure.
- The Sedoo Initiative for Children with Special Needs (SECHILD)

- Field offices or partners should supply current safety and logistics information.
- Travel in such areas may require approval from the Executive Director and coordination with local authorities or NGOs.

7.4 High-Risk Travel (Extra Approval/Security Clearance)

“High-risk travel” covers areas with political instability, inadequate health infrastructure, or heightened security risks.

- Staff must obtain written approval from the Executive Director and complete the High-Risk Travel Checklist before departure.
- Travellers must carry emergency contacts and insurance information at all times.

8. Per Diem & Allowances

8.1 Daily Subsistence Allowance (DSA)

- The DSA covers meals, incidental expenses, and minor local transport.
- DSA is paid per night spent away from the duty station.
- The DSA rate for national and local travel will be ₦30,000 per night, and for international travel, \$100 per night.
- SECHILD will maintain a **DSA schedule** that is reviewed annually and benchmarked to UN/NGO rates.
- Travellers staying where meals or accommodation are provided should receive a reduced DSA according to internal rates.

8.2 Lodging Allowance

If the traveller pays for accommodation directly (rather than pre-booked lodging):

- Reimbursement will be based on actual cost supported by a valid receipt, not exceeding the DSA limit.
- If a friend or relative offers accommodation, no lodging reimbursement is permitted, but 50% of DSA may be paid for meals and incidentals.

8.3 Transport Allowance

- Local transport (taxis, public transport, or hired vehicles) will be reimbursed at actual cost upon presenting receipts.
- Private car use might be reimbursed at a standard mileage rate approved by management (e.g., 100~~₦~~ per km).
- Inter-city bus or train tickets should be used when safe and cost-effective.

8.4 Communication Allowance

Travellers may receive a small daily allowance or reimbursement for:

- Essential phone calls or internet data for official communication.

The Sedoo Initiative for Children with Special Needs (SECHILD)

Travel Policy

- Receipts are required for claims above ₦2,000.

8.5 Currency Exchange

- Where travel involves foreign currencies, conversion should use SECHILD **official rate** (as maintained by the Finance Unit).
- Travellers should not speculate on currency gains or losses.
- Receipts and currency conversion slips should be kept for audit purposes.

8.6 General Rules

- Allowances are meant to cover *reasonable* daily expenses.
- Any excess or luxury spending will not be reimbursed.
- Travellers must manage funds responsibly, avoiding unnecessary expenditure.

9. Travel Advances & Expense Management

9.1 Eligibility and Purpose

- Staff on approved travel are eligible for a **travel advance** to cover estimated costs.
- Advances may cover transport, DSA, accommodation, or other approved travel-related expenses.
- Advances with outstanding or unretired previous advances will not be issued to staff.

9.2 Request and Disbursement

- A completed **Travel Advance Request Form** (attached to the travel authorisation) must be submitted to Finance at least **three working days** before departure.
- The Finance Unit verifies the budget availability and prepares the payment.
- The advance is disbursed **via bank transfer** to the traveller's account.

9.3 Accountability and Retirement of Advances

- Within five working days of return, the traveller must settle the advance by submitting:
 - The completed **Travel Retirement Form (Annexe B)**
 - Receipts for expenses incurred
 - Any refund for unspent funds
- If a donor funds travel, the retirement must explicitly reference the project code and donor.

9.4 Refund of Unused Balances

- Unused funds must be fully refunded at the time of retirement.

The Sedoo Initiative for Children with Special Needs (SECHILD)

Travel Policy

- Delays or failure to refund may lead to salary deductions or suspension of future advances.
- Repeated failure to retire advances may be regarded as a disciplinary matter.

9.5 Compliance and Audit

The Finance Team will:

- Review and verify all advances and retirements.
- Flag non-compliance for management review.
- Maintain complete records for **internal and external audits**.

10. Travel Expense Reimbursement

10.1 General Principles

- Only genuine, essential, and authorised expenses directly connected to official travel are reimbursable.
- Travellers must exercise prudence and minimise costs.
- All reimbursement requests must include supporting documentation.

10.2 Allowable Expenses

The following expenses are generally reimbursable:

- Airfare and other authorised transportation;
- Hotel or lodging within the approved rate;
- Meals and DSA (as per SECHILD rate);
- Visa fees, airport taxes, and vaccination costs;
- Communication and local transport related to official duties.

10.3 Non-Allowable Expenses

The following will **not** be reimbursed:

- Alcohol, cigarettes, or personal entertainment;
- Loss or theft of personal belongings;
- Mini-bar, laundry (unless travel exceeds 5 days), or personal gifts;
- Traffic fines or penalties;
- Travel without prior approval or proper documentation.

10.4 Documentation Requirements

For reimbursement, travellers must submit:

- Completed **Expense Claim Form (Annexe C)**;
- Original receipts and invoices;
- Boarding passes (if applicable);

The Sedoo Initiative for Children with Special Needs (SECHILD)

Travel Policy

- Approved travel authorisation;
- Donor/project code reference (if applicable).

10.5 Submission and Processing

- All travel claims must be submitted within 10 working days of completing the trip.
- The Finance Unit reviews and processes reimbursements within 5 working days after receiving a complete claim.
- Claims submitted after 30 days might not be reimbursed unless approved by the Executive Director.

10.6 Compliance and Oversight

- The Finance Unit and Executive Director oversee policy compliance.
- Reimbursements are subject to periodic review and internal audit.
- Any irregularities may result in corrective or disciplinary action.

11. Risk Management & Insurance

11.1 Travel and Health Insurance

To ensure staff safety and welfare:

- All official travellers must have **valid travel and health insurance**.
- The insurance should cover:
 - Medical emergencies, evacuation, and hospitalisation;
 - Loss of luggage or travel documents;
 - Accidents and death while on official duty.
- For domestic travel, group medical insurance may apply.
- For international travel, the Administration Department must confirm that travellers are covered before departure.

SECHILD will explore affordable group insurance options for staff once international travel becomes frequent.

11.2 High-Risk Travel

- Travel to conflict-prone, remote, or health-risk areas requires **special clearance**.
- The traveller must complete a **High-Risk Travel Assessment Form**, detailing security, health, and logistical considerations.
- SECHILD may provide additional support, such as:
 - Pre-travel medical checks;
 - Security escort or partner coordination;
 - Emergency evacuation plan.
- Staff may decline travel if credible safety risks exist without penalty.

11.3 Emergency Preparedness and Contacts

The Sedoo Initiative for Children with Special Needs (SECHILD)
Travel Policy

To ensure rapid response during emergencies:

- Each traveller must carry **emergency contact information**, including:
 - Nearest SECHILD office or focal person;
 - Executive Director and immediate supervisor's phone numbers;
 - Health or medical insurance contact.
- In case of emergency:
 - The traveller must inform the line manager or Executive Director immediately.
 - The Foundation will provide immediate support, including medical assistance or evacuation if required.
- The Administration Team keeps an Emergency Travel Register for all current field and international journeys.

12. Compliance & Audit

12.1 Alignment with Donor Regulations

As SECHILD commences implementing donor-funded projects, the Foundation will ensure that its practices conform to the donor's specific travel policies. When discrepancies occur:

- Donor regulations take precedence over this policy where they are stricter.
- SECHILD will keep records demonstrating compliance.

12.2 Internal Oversight and Review

- The **Finance and Audit functions** will conduct periodic checks of travel authorisations, advances, and retirements.
- Reviews will ensure:
 - Value for money;
 - Proper authorisation;
 - Adequate supporting documentation; and
 - Timely retirement and refund of unspent funds.
- Findings will be reported to management for corrective action.

12.3 Documentation and Record-Keeping

- All travel-related documentation—requests, approvals, receipts, and expense reports—must be kept for at least five (5) years.
- Soft copies should be stored in the Foundation's shared digital repository or accounting software for easy access.
- Documents for donor-funded projects must adhere to the donor's retention period

12.4 Breaches and Disciplinary Measures

Breaches of this policy—such as unauthorised travel, falsified receipts, or failure to retire advances—will lead to disciplinary measures including:

The Sedoo Initiative for Children with Special Needs (SECHILD)

Travel Policy

- Written warning;
- Suspension of travel privileges;
- Recovery of funds; or
- Further disciplinary or legal action as determined by management.

All disciplinary actions will adhere to SECHILD Human Resource and Ethical Conduct Policy.

12.5 Continuous Improvement

The Foundation is dedicated to learning and adapting its travel practices. Feedback from staff and partners will be utilised to update procedures, enhance efficiency, and reinforce accountability.

13. Record-Keeping & Documentation

13.1 Retention of Travel Records

- Finance and Admin shall keep detailed travel records (both digital and hard copies).
- Records consist of travel requests, approvals, payment vouchers, retirement forms, and receipts.
- These should be stored securely and labelled by financial year and project code.

13.2 Project-Specific Documentation

- When travel costs are charged to specific donor projects, records must clearly show a link to the project budget line.
- Donor codes, project titles, and justification notes must be included on all relevant forms.

13.3 Digital Record Management

- SECHILD will gradually introduce a digital filing system to enhance accessibility and transparency.
- Each travel record must be scanned and uploaded within 10 working days of return.

13.4 Access and Confidentiality

- Access to travel and financial records is limited to authorised staff (Finance, Admin, Internal Audit, and Management).
- Personal data such as passport copies or medical certificates will be managed in accordance with SECHILD Data Protection Policy.

13.5 Audit Preparedness

All travel records should be prepared for audits at any time.

The Sedoo Initiative for Children with Special Needs (SECHILD)

Travel Policy

- The Finance Department will keep an audit trail linking each trip to its corresponding request, approval, and expense report.
- Missing or incomplete records could lead to the denial of the related expense.

14. Monitoring & Review

14.1 Quarterly Financial Review

The Finance Team will carry out quarterly reviews of:

- Travel expenditures vs. budget allocations;
 - Outstanding advances; and
 - Policy compliance levels.
- Findings will be reported to management to improve control and accountability.

14.2 Benchmarking of Travel Costs

To maintain competitiveness, the Foundation will annually compare its travel rates against:

- Similar NGOs in Nigeria (e.g., peers in the health and development sectors);
- UN DSA rates; and
- Prevailing market prices for flights and accommodation.

14.3 Annual Policy & Rate Review

- The Executive Director and Finance Lead will review DSA rates, mileage allowances, and other travel parameters annually.
- Adjustments may reflect inflation, donor guidance, or operational realities.

14.4 staff Feedback and Ongoing Improvement

SECHILD values staff input in shaping fair and effective travel procedures.

- A feedback mechanism, such as an annual staff survey, will be established to gather suggestions.
- Constructive feedback will guide improvements in efficiency, safety, and satisfaction.

14.5 Policy Review Cycle

This Travel Policy shall be reviewed **every two years** or sooner if:

- Donor regulations are changing;
- Operational conditions change (e.g., international expansion); or
- Gaps are recognised through audits or feedback.

All revisions require approval from the Executive Director and Board of Trustees.

The Sedoo Initiative for Children with Special Needs (SECHILD)

Travel Policy

15. Annexes & Appendices

Annex A: Travel Request Form Template

Field	Details
Traveller's Name	
Designation	
Department/Project	
Purpose of Travel	
Destination(s)	
Travel Dates	From: __ To: __
Mode of Transport	
Estimated Cost (₦)	
Budget Line/Donor Code	
Supervisor's Recommendation	Signature & Date
Approving Authority	Signature & Date

Annexe B: Travel Retirement Form

Field	Details
Traveller's Name	
Travel Dates	
Purpose/Destination	
Advance Received (₦)	
Total Expenditure (₦)	
Refund/Balance Due (₦)	
Receipts Attached	☐ Yes ☐ No
Traveller's Signature	
Finance Review	Signature & Date
Executive Director Approval	Signature & Date

Annexe C: Travel Expense Claim Form

Expense Category	Description	Amount (₦)	Receipt Attached (Y/N)
Transport (Air/Bus)			
Lodging			
Meals/Per Diem			
Communication			
Miscellaneous			
Total			

Traveller's Declaration:

I certify that the above expenses were incurred solely for official Omoyakhelu Foundation business and in accordance with the Travel Policy.



Signature: _____

Date: _____