



TRANSPORTATION POLICY FOR FAME FOUNDATION

Reimbursement Policy and Procedures

Purpose

The purpose of establishing a transport reimbursement policy is to ensure that reimbursements are fair, ethical, transparent, timely, and are not unduly burdensome on the traveler or Finance Officer

Policy

- (1) Only program attendees with a secure pass will be reimbursed.
- (2) Those engaged in approved project travel should be fully reimbursed for such travel at agreed rates (i.e. they should not be out of pocket, unless they choose modes or methods more expensive than those discussed below).
- (3) Reimbursements should reasonably match actual expenses (i.e. the attendee should not regard reimbursements as supplemental income).
- (4) Consistent with the above, record-keeping and documentation of travel expenses should be minimized to reduce the administrative burden.
- (5) To be eligible for reimbursement of expenses, the travel must be approved beforehand and must be consistent with these procedures.
- (7) Travel of staff for official meetings is automatically approved.
- (8) The Executive Director, with the concurrence of the Finance Officer, approves all official travels.
- (9) The traveler is responsible for all prerequisites such as medical requirements (e.g. immunizations), visas, security, insurance, and emergency contacts.
- (10) The traveler accepts all liabilities and agrees to hold the organization harmless while on travel. Route, Mode and Standard of Transportation

(11) The traveler is responsible for making all travel arrangements, or ensuring that they are made by others.

(12) Travelers should minimize the total costs of the trip as much as reasonably possible.

(13) Program attendees are expected to purchase tickets and pay expenses themselves and be reimbursed afterwards. In the case of air tickets purchased well in advance of travel to secure a lower fare, travelers may request reimbursement from the treasurer before the travel is completed.

(14) Air travel will be reimbursed up to full coach airfare. If the duration of air travel is more than 14 hours from first flight departure to final flight arrival at the destination, business class airfare is permissible. Travelers will not be reimbursed for the value of frequent flier miles used for airfare or upgrades while on official travel, but they will be appreciated by the Finance Officer.

(15) Reimbursement for train travel will be at first class rates.

(17) Private car travel will be reimbursed at 2000 Naira per 50km.

(18) Travel expenses eligible for reimbursement by FAME foundation include:

(a) Cost of transportation;

(b) Daily lodging and meals and incidental expenses.

(20) Lodging will be paid to a program attendee for overnight stay at a destination, adjusted as described below.

(21) Accommodation will be reimbursed at actual costs, up to 100% of the amount spent.

(24) This covers all expenditure for local transportation to and from the airport, or other point of arrival or departure as well as other incidental expenses.

(25) No terminal expenses will be paid if transportation is provided at no cost to the traveler.

(26) Additional travel expenses include the following:

(a) Local transportation other than that covered by terminal expenses;

(b) Cost of communications in connection with the organization

(c) Hire of meeting rooms or other space for official meetings

(d) Services or equipment connected with the organization.

(e) Visa costs.

(27) Claims for reimbursement should be sent to the Finance Officer (preferably via email) on a re-imbusement form provided by the Finance Officer, with a copy to the Executive Director.

(28) Claims should be supported by copies of:

(a) the travel itinerary;

(b) air or train tickets or bills;

(c) receipts for any allowed additional expenses.

(29) Claims should include the lodging calculation.

(30) Claims will be settled as soon as reasonably achievable by the Finance Officer in Naira.

(31) The methods of payment will be chosen to minimize bank or other charges, and in agreement between the traveler and Finance Officer. Electronic/Bank transfer to the traveler's bank is the usual method.

(32) For official meetings a travel report must be submitted to the Executive Director, with a copy to the Finance Officer before reimbursements will be made.

(33) The travel report should consist of:

(a) A summary concisely stating the purpose of the travel, work done and results achieved;

(b) A brief description of the conference or meetings attended or visits made;

(c) A succinct assessment by the traveler of the main conclusions that could be drawn from the above, with any implications for the organization

(d) Recommendations regarding any actions by the organization.

(34) The Finance Officer will first address any issues relating to apparent or obvious non-compliance with these procedures with the traveler.

Transportation Reimbursement Form

TRANSPORTATION REIMBURSEMENT REQUEST FORM

Instruction: Kindly fill the form below and attach every supporting document to it. Please submit the completed form to the treasurer once you are done.

Name: _____ Phone Number _____

Address: _____ Position _____

City: _____ State _____

Transportation Dates _____

Name of Event/Meeting attended

Is proof of expense attached to this form? Yes () No (). If not, please provide a reason below.

Mode of transportation: Road () Rail () Air () Sea ()

Cost incurred for transportation:

Additional expenses (Naira):

Reimbursement Demanded: Amount in figures _____

Amount in Words:

Account Name _____

Bank name _____ Account Number _____

I _____ hereby confirm that the information provided above is true to the best of my knowledge and authorize that the reimbursement be paid into the account.

Name: _____

Signature: _____