

# AL-ALEEM MEDICAL COLLEGE

(A Company set up under Section 42 of the Companies Act 2017)

GULAB DEVI TEACHING HOSPITAL, FEROZEPUR ROAD LAHORE, PAKISTAN

## Travel Policy

### Purpose:

The purpose of this travel policy is to establish and define different types of travel in order to facilitate the employees in performing their official responsibilities.

### Scope:

The policies and procedures outlined in this document applies to all employees of Al-Aleem Medical College (AAMC) and/or any of its Project/Program.

### Entitlement:

All the permanent and full-time confirmed employees are entitled to avail this policy.

### Objectives:

The objectives of having a clear laid down travel policy is to minimize the project expenditure incurred on travel and to have an effective system in place so as to misuse of funds and official transport.

#### a. Reimbursement of Bills

AAMC will reimburse the individual who has paid the traveling expenses, all necessary and reasonable travel expenses incurred for the business of AAMC. The reimbursement requests of employees shall be forwarded by the relevant HOD/Dean/Director of the institute and recommended by the Vice Principal. Travel reimbursement requests of Senior Officers will be reviewed and approved by the Principal.

#### b. Advance for travel expenses

Employees may take the advance amount to meet travel expenses up to 90% of the estimated amount. No new advance will be provided to a staff member who has not cleared a previous advance by submitting an





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adjusting voucher setting out the details of expenditure. Advances will not normally be paid more than one week before departure.

c. **Air Travel (Domestic)**

Entitled employees after the permission of the Principal will be allowed to travel by air in the economy class within the country for the official AAMC duties.

d. **Bills Submission**

Hotel accommodation charges in the following cases mean actual room rent charges plus mandatory taxes like bed tax, GST, etc. Charges like laundry, telephone etc will be borne by the employee. Any other charges related to the official visit can be reimbursed on production of actual bills provided these services/goods have contributed directly in the efficiency of the official assignment. Employees incurring expenditure shall submit bills to the Finance Department along with actual receipts.

e. **Office Transportation & Vehicle Maintenance**

- A. Office transportation shall be used for official purposes only by the permission of the Vice Principal.
- B. Private/unauthorized use of official vehicles shall be strictly prohibited and any staff member found guilty need to be warned/penalized.
- C. There shall be a separate Log Book for each official vehicle in which travel details and distance covered shall be logged by the driver and verified by the requester.
- D. The Log Book shall be closed daily signed by the driver and





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verified by the Administration Department.

- E. The primary responsibility of maintaining the official vehicle would be of the assigned driver.
- F. All official vehicle shall be checked on weekly basis. Details along with receipts of all repairs and maintenance of each vehicle shall be duly entered in vehicle maintenance record.



  
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