

PROCEDURE NO : FIN/LUMIZO/PRO 007-VER1.0

TRANSPORT REIMBURSEMENT – Travelling for official purposes

Purpose:

The purpose of this policy is to provide guidelines for reimbursing staff for transportation expenses incurred during official business travel. A policy is set to ensure consistency, fairness, and accountability.

Eligibility:

All employees who are required to travel for official purposes are eligible for transport reimbursement as per this policy.

Authorized Modes of Transport:

Reimbursement will be provided for transportation via authorized modes such as Taxi's (Pick me, Uber)

Reimbursement Process:

- Employees must submit a reimbursement through a petty cash voucher along with supporting documentation (e.g., receipts).
- Reimbursement through a petty cash voucher should be submitted within 3 days of the completion of the trip.
- The petty cash voucher must be approved by the employee's immediate supervisor.
- Following supervisor approval, the petty cash voucher will be forwarded to the Director for final approval.
- Approved reimbursements will be processed through petty cash or via the designated reimbursement method.

Documentation Requirements:

Employees must state in the petty cash voucher records of their travel expenses, purpose of the trip, and destination.

Review and Revision:

This policy will be periodically reviewed and revised as necessary to reflect changes in regulations, organizational needs, or best practices.

