

**APPROVAL PROCEDURES FOR OFFICIAL TRAVELLING
AND
REGULATIONS RELATING TO REIMBURSEMENT OF LODGING AND TRANSPORT
EXPENSES**

PART ONE

This Circular is issued to update and formalize the procedures relating to travelling in our vehicles Private or Hired vehicles and reimbursement of travelling and lodging expenses incurred, in performing duties relating to the following, subject to paragraph (1) below.

- a) Officials at Head Office - Visits to Branches,
- b) Official at Head Office and /or Branch Managers - Visiting Borrowers, Recovery of NPLs / Loan Inspection, Deposit Mobilization and / or Business Development activities (Existing Branches)
- c) Internal Audit Department – Implementing the approved Annual Audit Plans, Disciplinary Investigations authorized by CEO /Executive Director
- d) Attend to any task entrusted to an official by CEO/ Executive Director such as Activities relating to opening New Branches, Deposit Mobilization activities prior to new Branch Openings etc.,
- e) The use of company vehicles to meet routine transport needs within the town where the branch is located to be approved by the Branch Manager and within Colombo City to be approved by the Manager Administration, maintaining a record of such approvals.

1. PRIOR APPROVAL

For the Conduct of any activity under (a) & (b) above using either vehicles of the company or Private vehicle or Hired vehicle, (resulting in an expense to be borne by the company) the prior approval of the CEO Executive Director should be obtained. The required approval should be sought in writing disclosing the following information where applicable at least 3 days before the event. A new format is attached to cover the following aspects. (Refer attachment I)

- a) Name and Designation of the Officer
- b) Names of other staff members travelling with (a) above
- c) Destination – (Address)
- d) Purpose of Visit (Provide a detailed report justifying the need to visit)
- e) Date of Visit (Estimate Duration of Visit – is lodging involved)
- f) Distance and Estimated cost for using the office vehicle
- g) Estimated Cost to the Official which need to be reimbursed by the company
- h) Total Estimated Cost
- i) Required Advance Payment. (maximum 50% of (h) above
- j) Departure should always be from Head Office Premises. or Branch premises as appropriate unless exempted by CEO// Executive Director when approval is granted
- k) CEO/Executive Director's Approval



2. PROGRESS REPORT OF A VISIT

On completion of any visit the Officer concerned should submit a report in writing to CEO/ Executive Director indicating the outcome of the visit, the **total cost and benefits to the company** and the required follow up action initiated by him as appropriate

3. PROCEDURES ON APPROVAL OF APPLICATION TO USE COMPANY VEHICLE

- a. The approved application should be submitted to the **Manager Administration** who should make the required transport arrangements. He should release the vehicle with tank full of fuel.
- b. If refueling becomes necessary, the nearest Branch Manager should fund the cost and claim from Head Office Finance Department providing the related Name of the requesting officer and date and fuel supplier's bill.
- c. A photocopy of the approved application under paragraph 1 above should be dispatched to Head of Finance to attend to the necessary payments / reimbursements as appropriate
- d. All claims for reimbursements should be backed by bills / receipts of the service provider.
- e. Manager administration should use the designated vehicle to meet any other traveling requirements that needs to follow the route involved (Share the vehicle to meet other transport requirements of the company with a view to reducing transport expenditure.)
- f. **Head of Finance** should submit to CEO/ Executive Director through the Assistant General Manager (Finance and Strategic Planning) following statements **monthly**
 - i. Statement indicating the transport expenditure incurred by the company, resulting from the use of vehicles of the company in terms of this Circular compared against the monthly budgeted expenditure as appropriate.
 - ii. Statement indicating the reimbursements of Transport Expenses in terms of **Part Two** paragraph 4 (below) of this circular.
 - iii. A settlement indicating reimbursements of Lodging expenses as per **Part Two** paragraph 5 (below) of this circular

PART TWO

4. REGULATIONS GOVERNING REIMBURSEMENT OF LODGING AND TRANSPORT EXPENSES (subject to requirements in part one of this circular where applicable)

(Refer attachment II)

REIMBURSEMENT OF TRAVELNG EXPENSES

a) Travel by Public Transport all grades	<ul style="list-style-type: none"> i. Reimburse actual expenditure incurred for travelling for official purposes by public transport ii. Using of other forms of transport needs the prior approval of the Branch Manager for Branch Staff and that of CEO/ Executive Director for staff at Head Office. Claim to be supported by bills / receipts of the service provider
b) Travel by Personal Vehicles or Rented Vehicle in the Grades of Branch Manager and above	Reimburse Claims based on Mileage subject to (a) ii above <ul style="list-style-type: none"> a) Private Motor Vehicle Rs 30/- per Km b) Private Motor Cycle Rs 20/- per Km c) Hired or Rented car Rs 30/- per Km
c) If a company vehicle is used, subject to conditions in part one of this circular reimbursement of transport expenses to a staff member will not arise	

5. REIMBURSEMENT OF LODGING ALLOWANCE

Applicable to Staff travelling to branches and / or to Head office (Branch Audits / attend to IT Matters Reporting for /Training Programs / attending staff meetings / seminars /business promotion activists and other approved official functions)

All Grades	<ul style="list-style-type: none"> a) When the activity invoked cannot be completed within one day or scheduled to continue beyond one day and need to remain at the location is necessary, the staff member (s) lodging expenses will be reimbursed at the rate of Rs 2,000/=per day, provided that lodging and meals are not provided by the company. b) The claim should be backed by bills issued by the hotel in name of the staff member(s) indicating the booking in and booking out dates and time. c) If a staff member involved is a resident of the town visited and travels daily to the place visited from his residence during the assigned period, traveling expenses by public transport will be reimbursed. Condition (a) above will not be applicable. d) The claim should indicate any advance payment obtained, that should be recovered by the company at the point of disbursement e) Claims should not be submitted if the company provides transport, lodging and meals
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6. AUTHORITY TO PROCESS AND APPROVE CLAIMS (Subject to terms and condition in part one of this circular where applicable)

Claimant	Verifying Officer	Approving Officer
Claims of Branch Staff	Branch Manager	AGM (Finance and Strategic Planning)
Claims of Branch Mangers	Head of Finance	
Claims of Head office staff (all Grades)	AGM (Finance and Strategic Planning)	CEO/ Executive Director

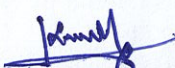
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Proceeds of all approved Claims should be disbursed by the Head Office Finance Department having recovered any advances granted .

7. Any matter not covered in this circular or that needs any clarification should be referred to. AGM (Finance and Strategic Planning) for a decision in consultation with CEO/Executive Director,

The requirements herein will be effective from the date of this circular

Please ensure Compliance


ASSISTANT GENERAL MANAGER
(Finance and Strategic Planning)


CEO EXECUTIVE DIRECTOR
01/12/2024

APPLICATION FOR APPROVAL TO TRAVEL (BUSINESS PURPOSES)

(To be submitted 3 days before the required date – Refer staff Circular 2021/10)

TO CEO / EXECUTIVE DIRECTOR
Date of Application

Place of Departure = Head Office / Branch Premises unless exempted by the approving authority

(Travelling cost from residence to Head Office premises and back will not be reimbursed)

TRAVELLING DATE	TIME OF DEPARTURE	RETURNING DATE	DESTINATION	ESTIMATED MILEAGE
Name of Applicant		Designation	Department/ Branch	

**MODE OF TRANSPORT / VEHICLE OF THE COMPANY / PRIVATE MOTOR VEHICLE / HITED VEHICLE
PURPOSE OF VISIT WITH JUSTIFICATIONS**
NANES OF SUPPORTING STAFF ACCOMPANYING THE APPLICANT *Justify)
IF DURATION OF VISIT EXCEED ONE-DAY STATE LODGING ARRANGEMENTS MADE AND THE ESTIMATED COST FOR ALL INVOLVED AS APPROPRIATE

ESTIMATED COST	Rs	If an advance is required state, the Amount Required
<i>TRANSPORT</i> <i>(if company vehicle is not used</i>		Rs
<i>LODGING</i>		
<i>TOTAL</i>		

I undertake to submit a report to CEO/ Executive Director on the outcome of the visit stated herein within 3 days from the date of completion of the Visit
Signature of Applicant
To Be Completed by Manager Administration if a Vehicle of the company is used

Allocated Vehicle Number. And the Name of Driver (Arrange to share vehicle with other applicants traveling to the same destination if necessary and save transport expenditure)	Vehicle Number
	Name of Driver

Approval

Approved / Declined	
CEO / Executive Director	DATE

Approved format should be handed over to the Manager Administration; who should forward a photo copy of the approved application to Head of Finance in support the expenditure to be incurred and reimbursed subsequently. He should also 44arrange reserve a driver and a vehicle., (Copies of this format will be provided by the Manager Administration,)

APPLICATION FOR REIMBURSEMENT OF TRAVELLING AND LODGING EXPENSES

Date	Designation	Department / Branch
Name		
Details of the Activity / Task		
(Mark X)		
CEO/ Executive Director's Approval Attached		
a) Approved to Travel In Company Vehicle		
b) Approved to Travel in Private Vehicle		
c) Approved to Travel in Hired/ Rented Vehicle		
d) Approved Lodging (Number days)	Days	

Claim for Reimbursement in terms of Staff Circular 2021/10
Please reimbursement the following expenses Incurred by me,

Description of Expenses	Rs	For Office Use Checked By
Travelling (Receipt Attached)		
Lodging (Receipts attached)		
Less Advance obtained		
Total amount to be reimbursed		

I confirm that the above claim for reimbursement is true and accurate

Signature of applicant

Approved /Declined (Claims of Head Office Staff CEO / Executive Director Date	Approved /Declined (Claims of Branch Managers and Staff) Assistant General Manager (Finance and Planning) Date	
Finance Department		
Verified By Authorized Officer Date	Payment Authorized Head of Finance Date	Entries Passed Paid Cash / Account Credited

Finance Department to provide copies of the format on request