



NATIONAL ACADEMY OF PERFORMING ARTS
POLICIES AND PROCEDURES

Issuing Department: Finance	Topic: Travel Policy & Procedure	Policy # FA 05-2017
New - Yes (Approved by BOD in their meeting held on February 4, 2017)	Revised No	Supersedes Policy # N/A
		Effective: February 4, 2017

Purpose:

The purpose of this policy is to:

- a) Describe the types of expenditures that are reimbursable by the company.
- b) Inform employees of their eligibility relating to travel Class, hotel and other expenses as well as their responsibilities to control and report travel and entertainment.
- c) Describe the process for an employee to file and obtain travel expenses

Employee Travel & Business Expense Guide:

These guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveller. The traveller is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

General Travel Policy

1. All travel has to be pre-approved by the CEO.
2. All foreign travel has to be pre-approved by the BOD.
3. All employees must travel economy, except the President & CEO, who may travel Business Class.
4. CEO and DP&A would be entitled to 5 star hotels stay; whereas Heads of the Departments would be entitled to 4 star Hotels. Lower staff would be entitled to lower cost hotels.
5. All employees are entitled to a Per Diem of Rs 2,500/ to cover daily meals, laundry etc.
6. Actual receipt would be required for reimbursement of expenses except for the per diem allowance.

It is the Company's policy to reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized company business.

Travel expenses must be properly documented and approved on a Travel Expense Report. It is each employee's responsibility to adhere to policy when involved with expenditures on behalf of the company. Further, it is the responsibility of the manager to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the approved policy.

Employees are expected to:

- a) Exercise good judgment with respect to expenses.
- b) Spend the company's money as carefully and judiciously as they would their own.
- c) Report all expenses and advances promptly and accurately with required documentation.



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Procedures:

Travel Reservation:

Administration department is responsible for travel arrangements through Company's travel agent at lowest available fares and lodging facilities as per entitlement.

Cash Advances:

Upon request travellers will be given an advance to provide funds for authorized future company expenses.

Receipts (Proof of Payment):

The Company request that receipts for all expenditures be submitted and receipts must be submitted for all expenses over Rs 1,000. NAPA will not reimburse expenditure greater than Rs 1,000 without a receipt.

Approval:

All Expense Reports must be approved by the employee's Supervisor / Manager's.

Expense reports duly approved must be submitted to the Accounts Department within seven (7) days of return from travel failing which advance amount will be deducted from the next salary/dues if any.

Expense Report:

Statutory and Tax compliance require that traveling personnel maintain an adequate record for each trip and post all pertinent information in support of each expenditure (who, what, why, when and how much). Expense Reports are due no later than seven (7) days of first return from travel.

Employee's Responsibilities:

- 1) Use good judgment when incurring business expenses. Consider less expensive alternatives to a trip such as conference call.
- 2) Submit expense claims (expense reports) within 7 days for trips requiring air and or overnight travel. Expense reports may be submitted every two weeks if on an extended business trip. Advanced purchases of airline tickets may be expensed in advance if the charge card bill is received before the trip.
- 3) Obtain appropriate approval signatures, including exception approvals when required.
- 4) Provide accurate actual expense details on the appropriate corporate form for reimbursement. Adequate documentation includes daily recording of actual expenses by categories in PKR. All required fields must be completed with original receipts.
- 5) Use company administration department for all airfare, automobile rental, and lodging etc. where ever possible.
- 6) When possible schedule travel 14-21 days in advance.
- 7) Obtain pre-approval for travel on a Travel Authorization Form.
- 8) Repay company amounts due promptly.



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POLICIES AND PROCEDURES**

- 9) Please be sure that your expense reports are properly approved by the supervisor within the defined approval limit in rupee value.
- 10) Exception approval is required if employee business expense is not clearly in accordance with policy. Any of these conditions require exception approval:
 - a. Unusual expense
 - b. Expense could possibly appear to be inappropriate
 - c. Expense exceeds guidelines
 - d. Expense reports not submitted in a timely manner
 - e. Photocopy/inadequate/missing receipt
- 11) Receipts are required for reimbursements of all authorized business expenses. The receipt must identify the name of establishment, date, actual amount incurred, description, and receipt of payment. Items considered non-receptacle such as housekeeping/porter tips and some highway tolls can be reimbursed without a receipt. Photocopies and missing receipts require exception approval. Telephone receipts should include phone detail identifying business from personal calls.

Approver's Responsibilities

- 1) Ensure all expenses are reasonable, in support of business goals, and in accordance with Company policy.
- 2) Approve expenditures for which no direct or indirect benefit (e.g. in attendance at the meeting) was received.
- 3) Only authorize reimbursement for air, car, and hotel expense if booked through administration department/consent.
- 4) Cost effective management of business expenses.

Finance Department's Responsibilities:

- 1) Return all expense reports requiring additional substantiation.
- 2) Review expense reports against approved amount, approving manager's signature and calculation accuracy.

Enforcement of Policy:

Once Policy is approved by the Board of Directors, it will be responsibility of the Chief Executive to enforce the policy. Persons / departments identified for the respective function in the policy will be accountable for the function.

Resources:

Chief Executive Officer will ensure that sufficient resources are made available to the identified person / department to enable them to fulfil their responsibilities.

Approval:

Authority to approve and make amendment in the Policy will rest with the Board of Directors

Review Cycle:

Policy will be reviewed and updated after one year for the first time, then after, policy will be reviewed once in two year, unless amendment necessitated earlier.