



Methods for Irrigation and Agriculture  
لتطوير أساليب الري والزراعة

## **Travel and Subsistence Policy**

December, 2018

This policy applies to all employees of MIRRA. The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses.

Employees are responsible for ensuring that:

- All claims are in accordance with this policy
- All employees have to follow the following mechanism:
  - Fill out the Transportation Declaration Form; that is attached in this policy (Appendix)
  - Travel Costs are paid in advanced, and the employees have to submit receipts and/or bills.
  - The receipts and bills are approved by Chief of Account and Chief Executive Officer.
- Assessing the costs and benefits prior to travel to determine that the most appropriate, cost effective and economic options are chosen
- Ensuring that no unnecessary costs are incurred

The Chief Executive Officer have the responsibility for ensuring the Travel and Subsistence Policy and Procedures are effectively implemented.

## **Appendix: Transport Declaration Form**



## Transport Declaration

**Purpose of the Travel**

**Person issuing declaration**

Date	Locations	Means of Transport	Km	Cost (JD)	Cost (USD)

Employee Name

Director Name

Accountant

Signature

Signature

Signature