
INITIATIVE FOR PEOPLE IN NEED (IPN)



TRAVEL POLICY-2024

(Revised Edition-May 2024)

IPN — An Agent for Social Change & Development in Pakistan

TABLE OF CONTENTS

Particulars	Page No
Introduction	03
Goal	03
Vision	03
Mission statement	03
IPN's Core Values	03
Travel Policy	04

INTRODUCTION

Initiative for People in Need (IPN) is a non-government, not-for-profit and non religious, impartial, research, relief & development organization established in January, 2012. IPN was officially registered on April, 04, 2013 under the office of the provincial registrar joint stock companies & societies Peshawar, KP, under the registration of societies act XXI of 1860, with registration no 134/5/7361.

Goal

The ultimate goal of the establishment and existence of IPN is human welfare through reaching the unreachable, the most vulnerable, and above all the neediest.

Vision

IPN envisages a developed & just society which is free from all kinds of discrimination based on race, color, religion, language & ethnicity.

Mission statement

To bring a positive change in the society while meeting the miseries of people and peoples' empowerment through peoples' participation, mobilization of available resources, a pool of professional humanitarian aid workers, & philanthropists leading to sustainable development.

IPN's Core Values

Following are the core values of the organization which determines the way and direction of actions for those who are associated with it.

1. Professionalism

We are professionalism in terms of organizational environment and delivery of services.

2. Team work

We believe in team work for better, effective and efficient results of activities carried out.

3. Accountability

We believe that we are accountable to all the stakeholders we are connected with or having any direct or indirect relationship.

4. Networking

We believe in networking for reciprocal learning, sharing of experiences and delivering the better results.

TRAVEL POLICY

1. The travel cost should include domestic travel. The cost should be worked out on the basis of per visit and original expense. The travel cost includes the following:

- A. Cost of ground travels involved in a trip
 - B. Cost of accommodation/per diem/field allowance in case of prior permission.
 - C. Cost of lunch, dinner and breakfast or refreshment up to Rs. 500/person//day
 - D. Cost of preparation of organizational documentation, printing etc.
 - E. Cost of reasonable communication charges of local networks.
 - F. Any other cost likely to be incurred in connection with travels and organizational purpose.
2. The official(s) or member of IPN who travel for organization purposes, submit his/her/their original vouchers/bills on prescribed format of IPN to finance sections. The reimbursement will be made after the approval of all expenses
3. Any cost without the prior permission/visit approval of IPN management or head will be not be reimbursed whether it is spent for organizational purpose or activities.

POLICY DOCUMENT ENDS

Approved by: Members Board of Directors