Love for Children and Family Development Organization

Travel Manual and Guideline

Love for Children and Family Development Organization

LCF

May

2026

Prepared by the Organization Finance & Admin and

Approved by Board

Acronyms

CSA Charities Societies Agency
DEV Deprived, Excluded and Vulnerable
ECD Early Childhood Development
LCF Love for Children and Family Development Organization
OVC Orphan Vulnerable Children
LoA Letter of Agreement



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1. Introduction

Love for Children and Family Development Organization (LCF) is committed to improving the lives of children, families, and communities through its development programs, advocacy, and partnerships. As part of its operations, LCF staff members frequently engage in both national and international travel to implement projects, attend capacity-building activities, participate in workshops and conferences, meet with partners and donors, and perform other official organizational duties.

Official travel is an essential component of program implementation, monitoring and evaluation, capacity building, donor engagement, networking, coordination, support field activities, establish and strengthen partnerships, share knowledge and best practices, and represent the organization at local, national, regional, and international levels. While travel contributes significantly to operational effectiveness, it also involves the use of organizational resources and requires strong accountability, safety measures, and compliance with organizational and donor requirements.

This Travel Manual is designed to provide comprehensive guidance to all staff, Board and associates of LCF on planning, authorizing, conducting, and reporting travel in a consistent and efficient manner. It outlines the procedures for travel approval, booking, expense management, per diem and allowances, accommodation, transportation, and safety protocols. By adhering to these guidelines, staff can ensure that travel is well-planned, cost-effective, and aligned with the organization's mission and values.

Moreover, the manual emphasizes staff well-being and security during travel. It provides clear instructions on how to respond to emergencies, access support, and comply with organizational and legal requirements. By following these procedures, LCF seeks to minimize risks, enhance operational efficiency, and maintain transparency and accountability in the use of organizational resources.

Ultimately, this manual serves as a practical tool for staff to navigate travel procedures confidently, responsibly, and in alignment with LCF's standards of integrity and professionalism. It fosters a culture of careful planning, responsible spending, and safety-first practices while ensuring that the organization's objectives are achieved effectively through well-managed travel.

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2. Preamble

Love for Children and Family Development Organization directly benefits to more than 15,000 children through sponsorship and grant fund. Currently the organization operates in three sub cities namely Kolfe Keranio, Nifas Silk Lafto and Lemi Kura of Addis Ababa City Administration with the overall objective to help Deprived, Excluded and Vulnerable (DEV) children have the capacity to become young adults, parents and leaders who bringing lasting and positive change in their communities.

LCF has been implementing development activities since 2003 as an affiliated project of an international organization called ChildFund International and as an independent indigenous organization since July 2010 in Addis Ababa City Administration. The Organization mainly focuses on the wellbeing of children through an integrated service based on their age and Sectorial approach. The services mainly focus on four core programmatic areas namely, Early Childhood Development (ECD), Basic Education, Youth Development and OVC care and support programs.

The Organization prepares and implements different working guidelines and manuals to ensure quality service and accountability to its stakeholders.

This Travel Policy and Procedures Manual has therefore been developed to provide clear, consistent, and practical guidance on all matters relating to official travel undertaken on behalf of LCF. The manual establishes standardized procedures for travel planning, approval, booking, expense management, reporting, safety, and reimbursement.

The manual aims to ensure that all official travel:

- Is necessary, cost-effective, and properly authorized;
- Supports the mission and strategic objectives of LCF;

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- Complies with donor regulations, Human Resource Development and Management Manual and Financial Policies and Procedure;
- Promotes staff safety, security, and well-being;
- Ensures transparency, accountability, and responsible use of resources.

All individuals traveling on behalf of LCF are required to comply with this manual and any applicable donor, government, or partner requirements.

2.1. Applicability

This travel guideline will be applicable to all; -

- Board members;
- Permanent and temporary staff members;
- Consultants and technical experts;
- Community member and Participants;
- Volunteers and interns;
- Government officials supported by LCF programs;
- Partner representatives traveling on behalf of LCF;
- Any other individual authorized to travel using LCF resources.

The policy applies to both domestic and international travel funded fully or partially by LCF or its donors.

2.2. Policy

1. Travel expenses should be reasonable and necessary for the accomplishment of the organization's mission, while giving appropriate consideration to safety and scheduling convenience.
2. Donors' travel procedure and requirements for respective purposes can be binding as may be specified in the contract agreement or Letter of Agreement (LoA).

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3. All travel expenses must be cost-effective, and directly related to official organizational duties.

4. Travel shall be planned and conducted with due consideration for:
   - Staff safety and security;
   - Operational efficiency;
   - Budget limitations;
   - Environmental and ethical considerations.

5. Donor travel regulations and contractual obligations shall take precedence where specifically required under grant agreements, contracts, or Letters of Agreement (LOAs).

6. LCF reserves the right to approve, modify, postpone, or reject travel requests based on operational priorities, security concerns, or budget availability.

7. Unauthorized travel expenses shall not be reimbursed.

I. Vision

Strive to see Ethiopian Children and Youth becoming healthy, self-reliant, confident and productive citizen.

II. Mission

Promotes the well-being of Deprived, Excluded and Vulnerable Children, youth, and their parents and caregivers, through a holistic and comprehensive approach to develop productive citizens, enjoy a better quality of life and eventually contribute to societal growth.

III. Values

Values of LCF are: **Humanity, Dignity and Respect, Compassion, Trust, Commitment, Excellence, Professional Integrity, Collaboration and Transparency.**

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3. Purpose of the Manual

The purpose of this Travel Manual and Guidelines is to provide clear and practical instructions for all staff of Love for Children and Family Development Organization (LCF) and Board regarding official travel. It aims to ensure a standardized and efficient approach to travel planning, approval, and management while promoting transparency, accountability, and compliance with organizational policies and financial procedures.

Ensure a standardized approach to travel planning and management.

- Provide clear procedures for travel authorization, booking, and reimbursement;
- Ensure accountability;
- Promote staff safety, security, and well-being during travel;
- Promote efficient and economical use of organizational resources;
- Ensure compliance with donor and financial requirements;
- Strengthen accountability, transparency, documentation practices and compliance with financial policies;
- Establish standardized travel procedures across the organization;

Additionally, the manual seeks to safeguard the safety, security, and well-being of staff during travel, and other travelers offering guidance on risk management and emergency response. By following these guidelines, LCF staff can conduct travel responsibly, optimize resources, and support the organization's programmatic objectives effectively.

4. Scope

This Travel Manual applies to all staff, board, consultants, Government Officers, volunteers, targeted community and partners traveling on behalf of Love for Children and Family Development Organization (LCF) for official purposes. It covers both domestic and international travel undertaken in the interest of program implementation, capacity-building, advocacy, monitoring and evaluation, donor and partner engagements, research and assessments, Emergency response activities, Field supervision and support missions; or any other official organizational duties

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The manual addresses all aspects of travel management, including:

- Planning and authorization of travel.
- Travel bookings such as transportation and accommodation.
- Travel expenses including per diem, meals, visas, and other allowances.
- Safety and security considerations before, during, and after travel.
- Travel reporting and reconciliation of advances and claims.

By establishing consistent guidelines, the manual ensures that all travel is conducted in a cost-effective, safe, and accountable manner, aligned with LCF's organizational policies and donor requirements. The manual governs:

A. Travel authorization;

B. Transportation and accommodation arrangements;

C. Per diem and allowances;

D. Travel advances and reconciliations;

E. Safety and security procedures;

F. Emergency response measures;

G. Travel reporting requirements.

5. Roles and Responsibilities

To ensure smooth, compliant, and efficient travel, the following responsibilities are assigned to relevant parties:

A. Staff Traveling:

- Submit travel requests in advance with all required details on time.
- Follow all travel procedures, including booking, reporting, and expense submission.
- Prioritize personal safety and adhere to security protocols.
- Providing complete and accurate travel information,
- Complying with this manual and related financial procedures;
- Using organizational resources responsibly;
- Maintaining professional conduct during travel;
- Ensuring safety and security precautions are followed;
- Submitting detail travel reports and expense claims within required timelines.

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B. Line Managers / Supervisors:

- Review and approve travel requests based on necessity, relevance, and budget.
- Ensure staff understand travel expectations and compliance requirements.
- Support staff in case of travel emergencies.
- Confirm alignment with organizational priorities,
- Monitor travel outcomes and accountability.

C. Finance Department:

- Verify availability budget or funds for travel.
- Review travel claims, reimbursements, and reconciliation of advances.
- Ensure compliance with financial policies and documentation requirements.
- Review supporting documents and expense claims;
- Maintain financial records related to travel.

D. General Service / Travel Desk:

- Assist with travel arrangements, including ticket booking, hotel reservations, and visas if necessary.
- Maintain organized records of travel requests, approvals, and travel history.
- Provide guidance on organizational travel policies and procedures.
- Support logistical arrangements;
- Ensure use of approved vendors and service providers.

By clearly defining responsibilities, LCF ensures accountability, transparency, and efficiency in all official travel.

6. Travel Planning and Approval Process

Effective travel planning is essential to minimize risks, control costs, and ensure staff safety. The following process must be followed:

6.1 Travel Request Submission:

- ✓ Staff must submit a Travel Request Form at least 3 working days prior to the intended travel and Seven (7) working days before international travel.
- ✓ The form should include purpose, destination, duration, estimated costs, and supporting documents (e.g., invitation letters, meeting schedules).
- ✓ All official travel must be approved before commencement.

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Supporting documents such as invitations letter and e-mail communication, agendas, or schedules must be attached.

6.2 Managerial Review:

A. The immediate supervisor shall review the request based on:

- ☞ Relevance;
- ☞ Operational necessity;
- ☞ Budget availability;
- ☞ Timing and staffing implications.

B. Final approval authority shall be:

- ☞ Line Manager for routine field travel;
- ☞ Executive Director for international travel, exceptional costs, or high-risk destinations.

C. No travel shall proceed without written approval.

- ☞ Line managers review the travel request for necessity, relevance to organizational objectives, and alignment with available budget.
- ☞ Managers may request adjustments to optimize cost-effectiveness or logistics.

6.3 Approval:

- ☜ Approved requests are forwarded to the Finance and Administration Departments for booking and fund allocation.
- ☜ Travel is considered authorized only after receiving written approval from both the line manager and the administration unit.

6.4 Travel Arrangements:

- & Staff must coordinate with the Finance & Administration/General Service for bookings of transportation, accommodation, and other travel-related services.

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- Travel arrangements should prioritize safety, cost-effectiveness, and convenience.

6.5 Pre-Travel Preparation:

- Staff must ensure that all necessary travel documents (tickets, visas, insurance, identification) are secured.
- Emergency contact details and itinerary must be shared with the line manager and relevant administration staff.

7. Travel Booking Guidelines

The current Travel Booking Guidelines provide a clear baseline, but they could benefit from more precision, inclusivity, and clarity to ensure smooth implementation and minimize ambiguity. Here are some suggested improvements:

7.1 Air Travel:

- ✓ The guideline to "book economy class for all staff unless otherwise approved" is good, but the approval process should by the Executive Director.
- ✓ Consider adding a note about advance booking timelines (e.g., "Air tickets should ideally be booked at least 4 days in advance to secure lower fares").

Travelers shall use approved travel agents or vendors designated by LCF.

7.2 Road and Public Transport Travel:

- ✓ The advice to "book tickets in advance to reduce costs" is sound, but specifying how far in advance or mentioning flexible ticket options would make it more actionable.
- ✓ All travel costs indicate reimbursable ticket classes (e.g., standard, first-class upgrades only with approval) to prevent confusion.
- ✓ Upgraded or luxury travel options require prior approval.

7.3 Travel Agents:

- ✓ Stating that staff should use "authorized vendors" is necessary, but it would be useful to list approved agents or provide a link/contact for convenience.
- ✓ Include a note that self-booking is not permitted unless pre-approved, to ensure compliance and accountability.

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7.4 Booking Responsibility:

- ✓ The instruction that "staff should coordinate with the Finance and Administration/General Service for all arrangements" could be expanded to clarify what coordination entails—for example, submitting travel requests, providing trip details, and confirming itineraries.
- ✓ Travelers / Staffs might also add a timeline for submitting requests to avoid last-minute bookings or delays in approval.

7.5 Additional Recommendations:

- ✓ Travelers should Consider the travel service provider should have travel insurance for the traveler's safety.
- ✓ Adding a section on documentation (e.g., travel request forms, approvals, receipts) would enhance accountability.
- ✓ For inclusivity and clarity, consider mentioning special considerations for staff with disabilities or health needs.

7.6 Use of Organization Vehicles

1. Organization vehicles shall be used only for authorized official duties.
2. Drivers and passengers must comply with all traffic and safety regulations.
3. Vehicle movement logs must be maintained properly.

7.7 Use of Private Vehicles

Use of private vehicles for official travel requires prior written approval. Reimbursement shall be based on approved mileage rates and supported by travel records.

8. Travel Expenses and Allowances

The current Travel Expenses and Allowances guidelines provide a basic framework, but they can be strengthened for clarity, compliance, and practicality. Here's an analysis and suggested enhancements. Original receipts are required for reimbursement. Electronic receipts may be accepted where appropriate.

8.1 Expense Eligibility and Documentation:

The guideline that all expenses must be "reasonable, allowable, necessary, and supported by receipts" is standard. For any cost to be allowable under Sponsorship LCF, specific grant agreement the costs must meet the following general criteria:

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A. An allowable cost is a cost that:

- Is necessary and reasonable for program implementation;
- Is directly related to organizational or program activities;
- Is included in the approved budget;
- Is properly supported by invoices, receipts, and documentation;
- Complies with donor regulations, government laws, and LCF policies.
  - ➢ All accommodation hotel class, meals, incidental expenses are attached at the end of the annex
  - ➢ The hotel class for rooms should be original receipts are required for reimbursement, and digital copies are acceptable.

A. Personnel and Staff Costs

B. Travel and Transportation Costs

C. Program and Project Costs

D. Office and Administrative Costs

E. Procurement and Asset Costs

F. Capacity Building Costs

8.2 Types of Expenses Covered:

8.2.1 Transportation: should be covered (air, rail, taxi, mileage reimbursement for organization vehicles) and allowed.

8.2.2 Accommodation: the cost should be standard class (e.g., standard single room) and any conditions for exceptions. The hotel payments should be with an official receipt.

8.2.3 Meals/Per Diem: Per diem replaces meal reimbursement or is provided in addition. If by sponsorship and grant programs donors and other NGOs covered the expense, hotel and restaurants are provide breakfasts with accommodation the LCF not covered the expense

8.2.4 Eligible expenses may include: Visa fees; Airport taxes; Official communication expenses; Other approved travel-related costs.

8.3 Non-Reimbursable Expenses

LCF shall not reimburse:

B. Definition of Unallowable Cost

An unallowable cost is a cost that:

- Is not related to organizational objectives or program activities;
- Is excessive, unreasonable, or unnecessary;
- Is not supported by sufficient documentation;
- Violates donor regulations or government laws;
- Is personal in nature;
- Is not included in the approved budget without authorization.

2. Unallowable Costs

A. Personal and Non-Official Expenses

B. Penalties and Legal Violations

C. Unsupported or Fraudulent Costs

D. Excessive or Luxury Expenses

E. Political and Religious Activities

F. Alcoholic and Beverages

G. Tobacco's

H. Other Unallowable Costs

I. Entertainment expenses;

J. Traffic fines or penalties;

K. Personal travel costs;

L. Expenses incurred by unauthorized persons.

8.4 Currency

1. Domestic travel payments shall normally be made in Ethiopian Birr (ETB).
2. International travel advances may be provided in foreign currency subject to financial regulations and availability.

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8.5 Travel Advances:

The travel advances can be requested if approved by finance and admin departments. It would be stronger to:

8.5.1. Specify the travel is far in advance a request must be submitted.

8.5.2 Indicate the maximum allowable advance payment in the request form.

8.5.3 The repayment procedure or reconciliation requirements upon submission of expense reports.

8.6 Additional Recommendations:

8.6.1 LCF is not provided and paid for non-reimbursable expenses (e.g., personal entertainment, alcohol, fines, or personal shopping).

8.6.2 ETB is the only currency payment in the national travel, particularly for international travel will be provided according to the nations.

8.6.3 The staff should timely submission of expense claims within 3 days after trave to ensure smooth processing.

9. Transportation Guidelines

- **Mode of Transport:** Staff are encouraged to use the most cost-effective and safe means of transportation, including public transport, or organization vehicles, depending on availability and context.
- **International Travel Compliance:** All staff traveling internationally must comply with airline policies, immigration requirements, and host country regulations, including valid travel documents, visas, and health requirements.
- **Use of Private Vehicles:** Use of private vehicles for official travel must receive prior written approval from the authorized supervisor. Reimbursement will be based on approved mileage rates, and staff must submit accurate mileage records and supporting documentation.
- **Safety Considerations:** Transportation choices must prioritize staff safety and security, particularly in high-risk or unfamiliar locations.

10. Accommodation Guidelines

- **Standard of Accommodation:** Staff shall stay in safe, secure, and cost-effective hotels that provide basic and reliable amenities appropriate for official travel.

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- **Booking Arrangements:** Accommodation must be booked in advance through approved channels and should prioritize proximity to official duty locations to reduce transportation costs and enhance efficiency.
- **Cost Control and Approval:** Hotel selection should adhere to approved budget limits. Any exceptions must receive prior authorization from the designated approving authority.
- **Reimbursement Requirements:** Accommodation expenses are reimbursable upon submission of original receipts and must comply with the organization's financial and travel policies.

11. Per Diem and Meals

11.1 Entitlement

- **Per Diem Entitlement:** Per diem allowances shall be provided based on approved organizational rates and travel destination, in accordance with the organization's financial policy. The per dime rate are attached at the annex.
- **Coverage of Meals:** The per diem is intended to cover meals and incidental expenses. Therefore, meals included under per diem shall not be claimed separately.
- **Additional Expenses:** Any exceptional or pre-approved expenses beyond the per diem must be reasonable, justified, and supported by original receipts.
- **Compliance and Accountability:** Staff are responsible for ensuring that all claims are accurate, properly documented, and compliant with organizational policies.
    - Breakfast – 15% of applicable per diem rate
    - Lunch -30% of applicable per diem rate
    - Dinner -40 % of applicable per diem rate
    - Incidentals 15% of applicable per diem rate

12. Travel Safety and Security

12.1 General Safety

A. **Safety Compliance:** Staff must adhere to all organizational safety and security protocols and remain informed about local conditions, risks, and advisories at the travel destination.

B. **Travel Authorization to High-Risk Areas:** Travel to high-risk or restricted areas is strictly prohibited unless prior written approval is obtained from senior management.

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C. **Emergency Preparedness:** Staff and Board must maintain up-to-date emergency contact information and ensure accessibility throughout the trip.
D. **Itinerary Sharing:** All official travel itineraries must be shared in advance with the line manager or designated supervisor to ensure proper tracking and support.

12.2 High-Risk Areas

Travel to high-risk or restricted areas requires:

- Prior written authorization;
- Security assessment and clearance;
- Additional safety measures where necessary.

12.3 Emergency Contacts

Travelers must carry:

- Emergency contact numbers;
- Copies of identification documents;
- Medical or insurance information where applicable.

13. Emergency Procedures

In the event of an emergency:

I. **Immediate Action:** In the event of an accident, illness, security threat, or other emergency, staff must seek immediate assistance from local emergency services and, where applicable, contact the nearest Government Office, Supporter and/or consulate during international travel to the nearest embassy.
II. **Internal Notification:** Staff must promptly inform their line manager and the Finance & Administration/General Service of the situation to enable timely support and coordination.
III. **Documentation and Preparedness:** Staff must carry and keep accessible copies of travel documents, identification documents, and emergency contact information at all times during travel.

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LCF shall provide reasonable support to staff during emergencies within organizational capacity.

14. Travel Reporting and Reconciliation

1. **Submission of Expense Claims:** Staff must submit a completed Travel Expense Claim Form, along with original receipts, supporting documentation; and Travel report within five (3) working days of returning from travel.
2. **Justification of Variances:** Any deviations from the approved travel plan or budget must be clearly explained and supported with appropriate justification.
3. **Advance Reconciliation:** The Finance unit shall reconcile travel advances against submitted expense claims, and any unspent balances must be refunded promptly, while any eligible additional costs will be reimbursed accordingly.
4. **Compliance:** All submissions must be accurate, complete, and in line with organizational financial and travel policies.

14.1 Reconciliation of Advances

1. The Finance Unit shall reconcile travel advances against actual expenditures.
2. Unused balances must be refunded immediately.
3. Additional approved expenses shall be reimbursed accordingly.

14.2 Variance Justification

Any deviations from approved travel plans or budgets must be clearly justified in writing.

15. Compliance and Ethical Considerations

A. **Appropriate Use of Travel:** Official travel must be conducted solely for organizational purposes. Staff shall not use travel opportunities for personal gain or unauthorized activities.

B. **Policy and Regulatory Compliance:** All travel must comply with LCF policies and procedures, donor requirements, and applicable local and international laws and regulations.

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C. **Integrity and Accountability:** Staff are expected to uphold high standards of integrity, transparency, and accountability in the use of travel resources and funds.

D. **Non-Compliance and Disciplinary Measures:** Any misuse of funds, fraud, or non-compliance with this policy may result in disciplinary action, including recovery of funds and other administrative measures as per organizational rules.

16. Records Management

LCF shall maintain organized records of:

- Travel authorizations;
- Expense claims;
- Reconciliations;
- Supporting documents;
- Travel reports.

Travel records shall be retained in accordance with organizational document retention policies and donor requirements.

17. Review and Amendment of the Manual

This manual shall be reviewed periodically to ensure alignment with:

- Organizational growth;
- Donor requirements;
- Government regulations;
- Operational needs and best practices.

Any amendments must be approved by the Executive Director and/or the Board of Directors as applicable.

18. Effective Date

This Travel Policy and Procedures Manual shall become effective upon approval by the Board of Directors of Love for Children and Family Development Organization.

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19. Annexes

Annex A: Travel Request Form

- Purpose of travel
- Destination
- Duration
- Estimated cost
- Approval signature

Annex B: Travel Expense Clai am Form

- List of expenses
- Receipts attached
- Travel dates and purpose
- Approver signature

Annex C: Emergency Contact List

- LCF Head Office contacts
- Local embassy/consulate numbers
- Travel insurance hotline

Annex D: Approved Per dime & Travel Rate

- LCF Boards, Staffs
- Trainers, Trainee
- Participants, volunteer Per dime

Annex E: Travel and Trainer Report Format

- LCF Boards, Staffs, Trainer

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TRAVEL EXPENSE REQUEST (REPORT) & AUTHORIZATION FORM

Employee's Name: _____ Position _____

Purpose of the trip: - _____

_____

LS _____ Activity _____ Account Code _____

Date	Depart		Destination		Room	Meals	Transport /Taxi	Daily Total
	From	Time	To	Time				
Total Amount								

Total Amount	
Approved Amount (Finance)	

Approved Amount in Word (Finance)_____

_____

Work performed _____

Employee's Name _____Date _____Signature _____

Checked by _____ Date _____ Signature _____

Reviewed by_____ Date _____ Signature _____

Approved by_____ Date _____ Signature _____

Authorized by _____ Date _____ Signature _____

Notes on Policy for effecting per dime payment:

- Staff is entitled to per dime for business travel only outside of their duty station.
- Refund of accommodation receipts should not include meals and / or refreshments.
- The following are conditions of entitlement and rate that apply for per dime claim.
- Breakfast birr 135.00 if staff depart from their duty station for a field trip before 7 A.M.
- Lunch birr 270.00 if staff arrived after 12 A.M. from the Office Lunch.
- Dinner birr 360.00 if staff arrive after 7 P.M.
- Incidents birr 135.00
- Rooms are covered birr 1,500.00 with official VAT receipt or birr 800.00 without receipt only out of Addis.

No per dime claim should be made if accommodation & meals are covered by any other sponsoring organization.

Advance request without clearing the previous advance is taboo.

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Travel Report Format

1. Basic Information

Description	Detail
Traveler Staff	
Position/Title	
Department/Project	
Travel Authorization Name	
Purpose of Travel	
Destination(s)	
Date of Departure/ and Return and Number of days	
Means of Transportation	
Funding Source/Project Code	

2. Objectives of the Travel

Provide the objectives and expected outcomes of the travel assignment.

1. _____
2. _____
3. _____
4. _____

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3. Summary of Activities Conducted

Describe the major activities undertaken during the travel period.

Date	Location	Activity Conducted	Key Participants/Institutions

4. Meetings, Trainings, Workshops, or Field Visits Conducted

Provide details of meetings or events attended.

Date	Event/Meeting Title	Organizer/Institution	Major Issues Discussed

5. Key Achievements and Results

Summarize the achievements and outcomes of the travel.

A. _____

B. _____

C. _____

6. Challenges Encountered

Explain any operational, logistical, financial, security, or administrative challenges faced during the travel.

I. _____

II. _____

7. Recommendations and Follow-Up Actions

Indicate recommendations and actions required after the travel.

Recommendation/Action	Responsible Person/Department	Timeline

8. Financial Accountability Summary

Description	Amount Advanced	Amount Spent	Balance/Refund
TOTAL			

Attachments

Please attach the following where applicable:

A. Original receipts and invoices

B. Boarding passes/tickets

C. Attendance sheets

D. Training/workshop materials

E. Photos and supporting documents

F. Fuel coupons/log sheets (if applicable)

9. Lessons Learned

Describe important lessons, experiences, or best practices gained from the travel.

I. _____

II. _____

III. _____

10. Conclusion

Provide a brief concluding remark on the overall travel mission and its contribution to the objectives of LCF.

_____

_____

_____

_____

11. Declaration

I hereby certify that the above information is true and correct to the best of my knowledge and that the travel was conducted for official organizational purposes.

Name	Signature	Date
Staff Traveler		
Immediate Supervisor		
Finance and Admin Director		
Executive Director/Authorized Officer		

Suggested Administrative Note

Submission Timeline:
The completed travel report, together with all financial documents and supporting attachments, shall be submitted to the immediate supervisor and Finance and Admin Department within **five (5) working days** after completion of the travel.

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Trainer's Report Format

1. Basic Information

A. Training Title: _____

B. Date of Training: _____

C. Venue: _____

D. Trainer Name: _____

E. Target Participants: _____

F. Number of Participants: Male ___ Female ___ Total ___

2. Objective of the Training

Briefly describe the purpose and objectives of the training

_____

_____

3. Major Topics Covered

A. _____

B. _____

C. _____

4. Training Methodology

(Presentation, group discussion, role play, practical exercise, case study, etc.)

_____

_____

5. Participant Participation and Response

Briefly explain participant engagement, feedback, and level of participation.

_____

_____

_____

_____

6. Key Achievements / Outcomes

_____

_____

7. Challenges Encountered

_____

_____

_____

8. Recommendations

_____

_____

_____

9. Attachments

1. Attendance Sheet
2. Training Agenda
3. Photos
4. Pre/Post Test Results (if applicable)

10. Prepared By

Trainer Name: _____

Signature: _____

Date: _____

11. Approved By

Supervisor/Program Coordinator: _____

Signature: _____

Date: _____

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Transportation Expense Request & Authorization Form
Payments without official Receipts

Request Name: ----------

Departure Date---------- *Return Date* ----------

Destination from: ----------*To*----------

Single Trip Expense ---------- *Round Trip Expense* ----------

Taxi ----------

Total Amount in Figure----------

Total Amount in words: ----------

Purpose of Trip/Payments: - ----------

Payment Requested by Name ----------*Date*---------- *Signature* ----------

Checked by Name ---------- *Date* ----------*Signature* ----------

Reviewed by Name ---------- *Date* ----------*Signature* ----------

Approved by Name ---------- *Date* ----------*Signature* ----------

Authorized by Name ---------- *Date* ----------*Signature* ----------

Paid by Casher Name ---------- *Date* ----------*Signature* ----------

Life Stage---------- *Activity Code*---------- *Account Code*----------



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TRAVEL AUTHORIZATION FORM

Employee Name: _____

Department: _____

Destination: From _____ to _____

Departure Date: _____ Time _____

Return Date: _____ Time _____

Duration of Stay: _____

Purpose of Traveling: _____

_____

Total Expense:

Travel Expense Per-dime _____ days * Birr _____ = _____

Accommodation: _____Night s*_____Birr =Birr_____

Transport: _____ Taxi _____ = Birr _____

Others: _____

Total Travel Request Expense Birr_____

LS ____ Activity Code_____ Account Code_____

Requested by_____ Date _____ Signature _____

Checked by _____ Date _____ Signature _____

Reviewed by_____ Date _____ Signature _____

Approved by _____ Date _____ Signature _____

Authorized by _____ Date _____ Signature _____

Love for Children

Love for Children and Family Development Organization

Work Advance Payment Request & Authorization Form

Date ----------

Name of employee ----------

Department/Division/Section ----------

Purpose of work Advance----------

Amount in Figures *Birr* ----------

In words ----------

Work Advance undertaken by---------- *Signature* ---------- *Date* ----------

Approved by ---------- *Signature* ---------- *Date* ----------

Advance Authorized by ----------*Signature* ----------*Date* ----------

Life Stage------ *Activity Code*----------*Account Code*----------

Love for Children
Love For Children & Family Development Organization

Love for Children

Love for Children and Family Development Organization

Check Advance Request & Authorization Form

Mr./Mrs./Ms. _____ Staff of the organization.

For the Purpose of _____ _____

_____ Work I received the advance & to bring an official receipt

Amount in Fig _____ in Words_____

Taking the above amount from Mr./Mrs./Ms _____

Check # _____ & PV # _____ from the organization accountant.

	Approved by	***Authorized by***	***Received by***
Name	----------	----------	----------
Signature	----------	----------	----------
Date	----------	----------	----------

Life Stage-------- Activity Code----------Account Code----------

Advance Settled Expense = _____

Cash Deposited = _____

Total = _____

CPV# _____ JV# _____Date _____

Love for Children
Love For Children & Family Development Organization

Love for Children

Love for Children and Family Development Organization

ላቭ ፎር ችልድረን ኤንድ ፋሚሊ ደቨሎፕመንት ኦርጋናይዜሽን
<u>የአበልና የትራንስፖርት መክፈያ ቅፅ</u>

ከሌሎች መ/ቤቶች ወደ ድርጅቱ ለሥራ የሚመጡ የአበልና የትራንስፖርት መክፈያ

የጠያቂው ስም ----------

የመጣበት መ/ቤት ----------

የመጣበት የሥራ ምክንያት ----------

የመጣበት ቀን ----------

በሥራ ላይ የቆይበት ቀን ብዛት ----------

በቀን ሊከፈላቸው የሚገባ አበል ----------

ጠቅላላ ለቆይበት ቀን እንዲከፈላቸው የጠየቁት የቀን አበል ----------

ለነዳጅና ቅባት /ለትራንስፖርት የጠየቁት ገንዘብ መጠን በአሃዝ ----------

ጠቅላላ እንዲከፈላቸው የጠየቁት ገንዘብ መጠን በአሃዝ ----------

በፊደል ----------

የጠያቂው ስምና ፊርማ ----------

ወ/ሮ/አቶ/ወ/ሪት ---------- ከመ/ቤ ታቸው ወደ ድርጅቱ

ለ ---------- የሥራ ጉዳይ ባለሞያ እንዲላክልን በጠየቅነው መሠረት ከላይ

ከተጠቀሰው ቀን ጀምሮ በልማት ማህበራችን ተገኝተው የመጡበትን ሥራ በትክክል ሥለፈፀሙ ከላይ

የጠየቁትን የቀን አበልና የትራንስፖርት ወጪ እንዲከፈላቸው ይሁን::

ፕሮግራም ሥራው ላይ የተሣተፈ ስምና ፊርማ ----------

ክፍያውን ያረጋገጠው ስምና ፊርማ ----------

ክፍያውን ያጸደቀው ስምና ፊርማ ----------

የገንዘብ ክፋይ ስምና ፊርማ ----------

የገንዘብ ተቀባይ ስምና ፊርማ ----------

እንዲከፈል የተረጋገጠ ብር ----------

የሂሳብ ክፍል ስምና ፊርማ ----------

LS ---------- Activity Code---------- Account Code----------

Love for Children

Love for Children and Family Development Organization

Per-Dime and Transportation Payment request & Authorization Form

Name of the Participant ----------

Name of the Organization Delegate----------

Purpose of work / visit ----------

Date of participated----------

Number of days in field work ----------

Per-Dime payment per day ----------

Total per-dime payment ----------

Fuel/Transportation cost in figure ----------

Total Per-dime & fuel/Transportation cost payment in figure ----------

In words----------

This is to confirm that Mr. /Mrs. / Miss ----------*has come to our organization on the date stated above in response to our request for* ---------- ----------*and has accomplished the purpose, please pay the amount approved below.*

Approved by Name & Signature ----------

Checked by Name & Signature ----------

Authorized by Name & Signature ----------

Paid by Name & Signature ----------

Cash Received by Name & Signature ----------

Amount should be pay ----------

Finance Officer Name & Signature ----------

Life Stage---------- Activity Code----------Account Code----------

Love for Children
Love For Children & Family Development Organization

Love for Children

Love for Children and Family Development Organization

ላቭ ፎረ ችልድረን ኤንድ ፋሚሊ ደቨሎፕመንት ኦርጋናይዜሽን

ደረሰኝ ለማይገኝላቸው የአገልግሎት / ግዢዎች የሚውል መክፈያ ቫውቸር

የጠያቂው ስም _____ አድራሻ _____ ቀን_____

ወረዳ_____ ቀበሌ _____ የቤት ቁጥር_____

የተከፈለበት ምክንያት _____

የገንዘቡ መጠን በአሃዝ ብር _____በፊደል_____

_____

ስራውን የተከታተለው(ያሰራው) ስም_____ ፊርማ_____

የገንዘብ ተቀባይ	ያረጋገጠው ፕ/ሀላፊ	ሂሳቡን ያረጋገጠው	ያፀደቀው	የከፈለው
ስም----------	ስም----------	ስም ----------	ስም ----------	ስም----------
ፊርማ----------	ፊርማ ----------	ፊርማ----------	ፊርማ ----------	ፊርማ ----------
ቀን----------	ቀን----------	ቀን----------	ቀን----------	ቀን ----------

LS ------ Activity Code----------Account Code----------

ላቭ ፎረ ችልድረን ኤንድ ፋሚሊ ደቨሎፕመንት ኦርጋናይዜሽን

ደረሰኝ ለማይገኝላቸው የአገልግሎት / ግዢዎች የሚውል መክፈያ ቫውቸር

የጠያቂው ስም _____ አድራሻ _____ቀን_____

ወረዳ_____ ቀበሌ _____ የቤት ቁጥር_____

የተከፈለበት ምክንያት _____

የገንዘቡ መጠን በአሃዝ ብር _____በፊደል_____

_____

ስራውን የተከታተለው(ያሰራው) ስም_____ ፊርማ_____

የገንዘብ ተቀባይ	ያረጋገጠው ፕ/ሀላፊ	ሂሳቡን ያረጋገጠው	ያፀደቀው	የከፈለው
ስም----------	ስም----------	ስም ----------	ስም ----------	ስም----------
ፊርማ----------	ፊርማ ----------	ፊርማ----------	ፊርማ ----------	ፊርማ ----------
ቀን----------	ቀን----------	ቀን----------	ቀን----------	ቀን ----------

LS ------ Activity Code----------Account Code----------

ላቭ ፎረ ችልድረን ኤንድ ፋሚሊ ዴቨሎፕመንት ኦርጋናይዜሽን Love for Children & Family Development Organization

ቀን _____

ላቭ ፎረ ችልድረን ኤንድ ፋሚሊ ደቨሎፕመንት አርጋናይዜሽን

ደረሰኝ ለማይገኝላቸው የአገልግሎት/ ግዢዎች የሚውል መክፈያ ቫውቸር

የጠያቂው ስም _____ አድራሻ _____

ወረዳ_____ ቀበሌ _____ የቤት ቁጥር_____

ተ.ቁ	የዕቃው ዓይነት	መለኪያ	ብዛት	ያንዱ ዋጋ		ጠቅላላ ዋጋ	
				ብር	ሣ	ብር	ሣ
1							
2							
3							
4							
				ድምር			

የገንዘብ ተቀባይ **ያረጋገጠው ፕ/ሀላፊ** **ሂሳቡን ያረጋገጠው** **ያፀደቀው** **የከፈለው**

ስም---------- ስም---------- ስም ---------- ስም ---------- ስም----------

ፊርማ---------- ፊርማ ---------- ፊርማ---------- ፊርማ ---------- ፊርማ ----------

ቀን---------- ቀን---------- ቀን---------- ቀን---------- ቀን ----------

LS ------ Activity Code----------Account Code----------

ቀን _____

ላቭ ፎረ ችልድረን ኤንድ ፋሚሊ ደቨሎፕመንት አርጋናይዜሽን

ደረሰኝ ለማይገኝላቸው የአገልግሎት/ ግዢዎች የሚውል መክፈያ ቫውቸር

የጠያቂው ስም _____ አድራሻ _____

ወረዳ_____ ቀበሌ _____ የቤት ቁጥር_____

ተ.ቁ	የዕቃው ዓይነት	መለኪያ	ብዛት	ያንዱ ዋጋ		ጠቅላላ ዋጋ	
				ብር	ሣ	ብር	ሣ
1							
2							
3							
4							
				ድምር			

የገንዘብ ተቀባይ **ያረጋገጠው ፕ/ሀላፊ** **ሂሳቡን ያረጋገጠው** **ያፀደቀው** **የከፈለው**

ስም ---------- ስም ---------- ስም ---------- ስም ---------- ስም ----------

ፊርማ ---------- ፊርማ ---------- ፊርማ ---------- ፊርማ ---------- ፊርማ ----------

ቀን ---------- ቀን ---------- ቀን ---------- ቀን ---------- ቀን ----------

LS ------ Activity Code----------Account Code----------

Love for Children

Love for Children and Family Development Organization

ላቭ ፎረ ችልድረን ኤንድ ፋሚሊ ደቨሎፕመንት ኦርጋናይዜሽን

የገቢ ማስገኛ ስራ ለመስራት ድጋፍ ጥያቄ ለአቀረቡ ቤተሰቦች በተፈቀደላቸው መሰረት የተሰጠ የገንዘብ ድጋፍ መክፈያ ደረሰኝ ቅጽ

እኔ አቶ/ወ/ሮ/ወ/ት _____ የተባልኩኝ የድርጅቱ ተጠቃሚ የሆንኩኝ በዛሬው ዕለት _____

_____

_____የገቢ ማስገኛ ስራ ለመስራት ድጋፍ ጠይቄ በተፈቀደለኝ ገንዘብ ከድርጅቱ ገንዘብ ያገር ከወ/ሮ_____ ብር _____/____

_____

_____/መቀበሌን አና የገቢ ማስገኛ ስራውን ለመስራት የሚያስፈልጉኝን ዕቃዎች ገዝቼ / አሟልቼ ከላይ በመረጥኩት ስራ ላይ ለመሰማራት ተስማምቼ ተረክቤአለሁኝ::

ፍቅር ለህጻናትና ቤተሰብ ልማት ድርጅት ሰራተኞች (የልማት ሰራተኛና የለጋ ህጻናትና ትምህርት ክፍል)የተሰጠው ገንዘብ ስራ ላይ መዋሉን ያረጋግጣሉ፣ ክትትል ያደርጋሉ እንዲሁም የሙያ ድጋፍ ያደርጋሉ::

ገንዘቡን የተቀበልኩት ግለሰብ ለተባለው ዓላማ ብቻ ለማዋል የተስማማሁ ሲሆን፤ ይህ ሳይሆን ቀረቶ ከታለመለት ዓላማ ውጪ ካዋልኩ ድርጅቱ አስፈላጊውን እርምጃ እንዲወስድብኝ ማለትም ከድርጅቱ እስከመሰናበት እና ያጠፉትን ገንዘብ መጠየቅ እንድንችል ተስማምቼአለሁ::

ከድርጅቱ ብር _____/_____

_____/ መቀበሌን በፊርማዬ ሳረጋግጥ እኔም ለንግድ ማስፋፊያ ብር _____

_____/_____

_____/ማዋጣቴን በፊርማዬ አረጋግጣለሁኝ::

የገንዘብ ተቀባይ	የተከታተለው ፕሮግራም	ሂሳቡን ያረጋገጠው	ያፀደቀው	የከፈለው
ሰም ----------	ሰም ----------	ሰም ----------	ሰም ----------	ሰም ----------
ፊርማ ----------	ፊርማ ----------	ፊርማ ----------	ፊርማ ----------	ፊርማ ----------
ቀን ----------	ቀን ----------	ቀን ----------	ቀን ----------	ቀን ----------

ላቭ ፎር ችልድረን ኤንድ ፋሚሊ ደቨሎፕመንት ኦርጋናይዜሽን

የስራ አስፋጻሚ ቦርድ ቃለ-ጉባኤ

ቃለ ጉባኤ ቁጥር

የስብሰባው ቦታ÷- የድርጅቱ ጽ/ቤት

የስብሰባው ቀን÷- 08/09/2018

የስብሰባው ሰዓት÷- 9:00 – 12:00

በስብሰባው የተገኙ አባላት

1. አቶ በላይ ገብሬ የስራ አስፈጻሚ ቦርድ ሰብሳቢ
2. አቶ ስንታየሁ ጎሹ የስራ አስፈጻሚ ቦርድ መክትል ሰብሳቢ
3. አቶ ሰማችው ስንሻው አባል
4. ወ/ሮ አዳነች ጸጋዮ አባል
5. አቶ አዝመራው መልካሙ አባል
6. ወ/ሮ ቶዕግስት ሽፈራው አባል

አጀንዳ÷- የጉዞ መመሪያ ስለማሻሻለ / Travel Manual and Guide line/

ከላይ በርእሱ እንደተገለጸው ላቭ ፎር ችልድረን ኤንድ ፋሚሊ ደቨሎፕመንት ኦርጋናይዜሽን የቦርድ አባላት ከዚህ በፊት ያጸደቅው የትራቭል ማኑዋል መመሪያ ከሶስት አመት በላየ ስለሆንው እንዲሻሻል በድርጅቱ ማኔጅመንት በኩል ሰራተኞች እንዲወያዩበትና አስተያየት እንዲሰጡበት ተጠይቆ አስተያየቱን ቀርቦ ተመልከተነዋል።

የድርጅቱ ቦርድ አባል የቀረበውን ማሻሻያ በመገምገም ያመነበትን ሃሳቦቸ በማካተት ከዚህ ቃለ-ጉባኤ ጋር የተያያዘውን የትራቭል ማኑዋል መመሪያ / Travel Manual and Guide line/ ለሚቀጥለው ሶስት አመት እንዲያገለግል አጽድቆዋል።

ላቭ ፎር ችልድረን ኤንድ ፋሚሊ ዲቨሎፕመንት ኦርጋናይዜሽን
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Love For Children & Family Development Organization