OPERATING PROCEDURE OP 12

APFNDT REPRESENTATION SUPPORT

Scope
Procedure includes a set of steps/ processes needed to approve needed funds to cover APFNDT Executive Committee Members travel costs. Members’ roles include engagement on worldwide projects and activities in the best interest of APFNDT, these activities often require the Executive to travel internationally.

Guidelines
(i) The total annual travel expenditure should not exceed budgeted amount set in the APFNDT Approved Annual Budget
(ii) The Traveler can use these funds exclusively in accordance with APFNDT General Assembly approved purposes only
(iii) The Traveler will be reimbursed only for the pre-approved expenses. The reimbursement may also be received in advance of the trip to enable ticketing / booking.
(iv) Reimbursement shall be executed by the Treasurer or if the Treasurer is not available by the authorized APFNDT representative.

Procedure
(i) The General Secretary articulates the need to travel and documents the following information.
   a. Trip destination, duration and cost
   b. Brief description of the trip including type of the event, activities, stakeholders/ other participants etc.
   c. The reason for trip explaining benefits for APFNDT
(ii) The traveler needs to obtain approval from a majority of the Board members by postal or email ballot.
(iii) Once the majority approves the trip the traveler may seek reimbursement.
(iv) After the completion of the trip the traveler writes a brief report of the trip, report to Board, consolidates all the documentation and sends it to treasurer and the APFNDT Secretariat for safekeeping