

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 (AEC) Members travel costs. Members' roles include engagement on worldwide projects and activities in the best interest of APFNDT, these activities often require the (AEC) 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 approved budgeted 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) Secretariat Representative shall reimburse within the approved guidelines

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 apply for approval from the AEC and "Prior to committing to travel".
- (iii) Once the approved, the traveler may seek reimbursement.
- (iv) After the completion of the trip the traveler writes a brief report of the trip to AEC and consolidates all the documentation and sends it to the APFNDT Secretariat for safekeeping.