

SOP FOR TOURS AND TRAVELS

RATIONALE

The rationale for developing the SOP for tours and travels are basically to:

- Streamline the procedures for official tours and travels.
- Enhance supervision and monitoring.
- Provide a guiding tool to controlling officers in verifying the travel claim.
- Ensure judicious use of the limited available resources.
- Enhance integrity and accountability.
- Minimize the burden of travel cost by applying the cost and benefit/ impact analysis while sanctioning official tours by the controlling officers.

TOUR PROPOSAL PROCESS

1. All tour proposals should be properly planned and submitted once in two weeks in the prescribed format for Dzongkhag staff and once in a month for field staff in the Gewogs and Hospital.



2. Sector-heads should submit their tour proposal to the head of the agency for approval.
3. The staff under different sectors should submit their tour proposal to their concerned Sector-heads. The Sector-heads should thoroughly verify the requirement of the proposed tour, duration and actual accompanying officials and submit to the AFD Head for approval.
4. In case the tour is deferred or cancelled, it must be reported to the head of the agency for sector heads and to the Head of AFD for staff who will share the information to the finance officer for reference.
5. The sector heads can receive a scanned copy of the approved tour proposal form from the dispatcher. The dispatch number of the tour proposal will serve as the office order number in eDATs for tours inside the Dzongkhag while the AFD will issue a relieving order for tours outside the Dzongkhag based on the approval from the Head of agency.
6. In case of Ad-hoc /emergency tours, the Sector-head(s)/employee(s) may seek approval from the head



of agency or AFD head through telegram in writing. Depending on the approval, the tour may be performed and complete the forms in the succeeding working day to ensure uniformity of travel authorization and claim processing using eDATS in the Agency.

7. No tours shall be scheduled or approved on beautification and zero waste hour days.
8. Car pooling should be done when more than one official is travelling to the same site(s)/gewog(s) and the mileage permissible to only one/two vehicles depending on the number of people.

TRAVEL AUTHORIZATION PROCESS

1. The employees need to process the tour authorization through eDATS (electronic Daily Allowance & Travel System) as per the approved travel schedule.
2. The travel authorization of employees under Sector-heads will be approved by the Sector-heads in the eDATS.



3. The Sector-heads Travel Authorization will be approved by the Head of Agency while those under AFD will be approved by the head of AFD.

TRAVEL CLAIM PROCESS

1. All employees and sector heads need to process travel claims in eDATS like travel authorization. All are required to upload approved travel form, GPS Camera Photo(s) and tour report of employee(s) at site(s).
2. Tour exceeding more than one day, separate photos need to be uploaded for each day.
3. Approval for subsequent tours will be based on the submission of the previous tour reports.
4. The Sector-Heads being the immediate controlling officers shall remain accountable and are required to verify the evidence submitted by the staff and accordingly approve the claim.
5. The Finance Section will verify and process the claim as entitled within one week.



6. The travel claims verifying Accountants need to download the uploaded files and keep record in softcopy for future reference. The Finance Section will disburse the claims only if all the required documents are submitted.
7. This SOP for travel will come into effect from 6th January, 2022.


Dzongkhag Administration
Thimphu
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