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Responsible Person	The Board

TRAVEL POLICY

For the purpose of this policy:

- ‘CRSF’ means the Cambodia Rural Students Foundation.
- ‘CRST means the Cambodia Rural Students Trust.

This policy outlines the CRSF commitment to ensuring the safety and protection of all children to ensure that all children in its care are safe from harm and abuse regardless of the child’s race, religion, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socioeconomic status.

1. COVERAGE

Unless the context otherwise applies, this policy applies to the CRSF Board and its directors, team members, advisors and mentors, the CRST management team and leadership team, all teachers, all CRSF and CRST volunteers, guests and visitors, all CRST students and all children and young people involved in CRST activities.

2. PURPOSE

The purpose of this policy is to outline the procedures and guidelines in relation to travel (including domestic and international trips) in connection with the business of CRSF. This ensures that all business travel is conducted efficiently, cost-effectively, and safely while adhering to CRSF standards.

3. SCOPE

The policy covers travel arrangements, expenses, accommodation and reimbursements.

It is not anticipated that CRSF will meet any travel costs incurred, however, by exception travel expenses may be claimed on a pre-approval basis.

4. TRAVEL AUTHORIZATION

4.1 Pre-Approval Requirement

All CRSF travel, where costs are to be met by CRSF, must be pre-approved by the CRSF Board. Its directors and volunteers and visitors must submit a travel request at least 30 days in advance of the travel date.

4.2 Travel Budget

Such travel should be planned within an approved budget and should be the most cost-effective option while still ensuring the convenience and safety of the trip.

5. TRAVEL SAFETY AND SECURITY

It is the responsibility of each Director to ensure proper coverage under their individual travel policy for travel in relation to CRSF. It is the responsibility of directors, and volunteers and visitors to ensure that

they have adequate travel insurance. CRSF will not be responsible for any costs that would normally be covered by travel insurance.

5.1 Health and Safety

Government health and safety guidelines, including any vaccination or travel restrictions should be followed prior to embarking on international travel.

5.2 Local Laws and Regulations

Familiarization with local laws and regulations is important when travelling internationally.

5.3 Emergency Contacts

A list of emergency contacts should be maintained in case of any issues or emergencies while traveling.

6. EXPENSE REPORTING AND REIMBURSEMENT

Receipts: Receipts must be obtained for all reimbursable expenses, including air travel, ground transportation, meals, and accommodations. All receipts must be submitted within 21 days of returning from the trip.

7. AMENDMENTS AND UPDATES

This policy is subject to change.