

# Board Charter on International Travel

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

## Subject: Board Charter on International Travel

Dear [Recipient Name],

This letter serves as the official Board Charter regarding international travel policies and procedures for [Organization Name]. The purpose of this charter is to establish clear guidelines to ensure that international travel undertaken by board members or employees aligns with the organization's objectives and budgetary constraints.

### 1. Purpose

The purpose of this charter is to define the framework for international travel and to ensure accountability and responsible use of organizational resources.

### 2. Scope

This charter applies to all board members and employees who travel internationally on behalf of [Organization Name].

### 3. Travel Approval Process

All international travel must be approved by the [Designated Authority/Board] prior to booking.

### 4. Budgeting

Travel expenses should be planned within the approved budget. A detailed travel budget must be submitted for approval.

### 5. Reporting and Accountability

All travelers are required to submit a travel report to the board within 30 days of completion of the trip.

## **6. Compliance**

All travelers must comply with this charter and any applicable laws and regulations in the countries visited.

Should you have any questions regarding this charter, please feel free to contact [Contact Person] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]