

From : Ranjaneswar Halder <rhalder@ti-bangladesh.org>
Subject : Foreign Travel Allowance- postponment of reimbursement of passport cost
To : All Staff <allstaff@ti-bangladesh.org>
Cc : DED TIB <dedtib@ti-bangladesh.org>, Iftekhar ED TIB <edtib@ti-bangladesh.org>

Dear All,

Please refer to section 3.22: of HR policy on Foreign Travel Allowance.

According to this section a staff traveling at the initiative of TIB is entitled to certain allowances including passport costs.

Since passport is a personal document and not specific to any particular official trip, the OMT has decided to discontinue reimbursement of passport or passport renewal costs with immediate effect.

Thanks.

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