



TRAVEL POLICY

Travel Requests & Report Back

All travel requests must be approved by the primary supervisor. For general oversight, please copy travel@globalinitiative.net in your request.

Travel request should include :

- *Purpose of travel*
- *Information how the trip will be funded*

Report back must include :

- *Information on engagements*
- *Activities that are relevant across multiple teams or the wider region*
- *Meetings or findings that may inform strategic direction, partnership opportunities or thematic programming*

Flights

Flights should be pre-booked where possible through Perk. If this is not an option, a traveller will be reimbursed upon presentation of an invoice and supporting documentation. For a reimbursement the cost must be pre-approved by the relevant project lead.

The GI-TOC policy is for travel within **Economy Class**. Travel in Business Class is subject to the approval of the Executive Director or Managing Director and only in specific cases where travel is at the expense of the GI-TOC (as opposed to an invitation paid for by another organization, or with an upgrade from personal miles).

Instances where Business class travel is considered include:

- High level invitees travelling at our expense (e.g. Ministerial level)
- Board Meetings for Board Members
- In preference of long flights, we would suggest you take an extra 'recovery' day

where possible, in order to save costs

- Health circumstances of the traveller. This must be accompanied by a doctor's note, less than one month old, as justification prior to travel.

We encourage staff to use carbon friendly alternatives to air travel, such as trains, where possible.

Accommodation

Accommodation should be booked in advance where possible through Perk. If this is not an option, a traveller will be reimbursed upon presentation of an invoice and supporting documentation. For a reimbursement, the cost must be pre-approved by the relevant project lead. Accommodation cost must not exceed 65% of the allowable EU per diem rate for the country in question.

The choice of accommodation must be reasonable within the project / programme budget but always adhering to the **Safety and Security Policy**.

DSA (per diem) Policy & Guidelines

A daily subsistence allowance (DSA) is paid according to project / programme requirements. **The rules and policies of the donor must be followed in the first instance**, but if not applicable, GI-TOC rules apply by default.

A minimum of 10 working days is required to process DSA requests so plan accordingly.

Rate Calculation

Each project is subject to the DSA (per diem) regulations of the Donor, and in some cases the country e.g. Austria. Please check with the project lead on this.

In instances where no provision has been made, the GI-TOC policy makes provision for **35% of the allowable EU rate to cover Meals & Incidentals**. No receipts are required. However your accommodation and car hire calculated together must not exceed 65% of the allowable EU per diem rate for the country in question.

This category includes:

- Personal meals & refreshments
- Local travel within the country e.g. taxis, uber, etc
- WIFI access

- Laundry
- Telephone Expenses
- Other incidentals

The 35% DSA entitlement is calculated for each full day full day (8+ hours). If you travel less than 8 hours per day (period starts from where you leave your house) you get 50% of the per diem amount for the 8 hour period.

Longer Travels (exceeding 10 days)

When an individual is staying in the same location for longer than 10 days, a reduced rate should be negotiated.

Airport or station transfers

Cost incurred are reimbursed on submission of receipts. This covers your trip to the airport/station from your house on your departure date, and on return, your trip from the airport/station back home. Always be mindful of terminal charges, especially where public transport is available.

Pre-paid expenses

Travellers are encouraged to pre-pay as many expenses as possible - flights, accommodation and car hire. This can be done via Travelperk.

Personal Expenses for Reimbursement

Eligible:

Please make sure that these are approved by the project lead in advance, are covered by the project budget and supporting documentation are submitted when claiming.

- Permits and visa's
- Vaccinations
- Entry fees to place of research

Ineligible:

- Alcoholic Beverages
- Tobacco or related products
- Smoker's lounge fees

- Toiletries
- Electronic Equipment

Business Related Expenses for Reimbursement

Eligible:

- Group Entertainment / Donor Engagements as per the hospitality policy
- Project related supplies (printing, stationery etc)
- Travel specifically related to field work