



# Travel & Remuneration Policy for Professionals Travelling on Official EDCTP Business

## 1. General

The allowances and reimbursables set out below are payable in respect of travel on official business where requested by EDCTP.

All Travel needs to be authorised by the EDCTP Executive Director or Director of Finance and Administration on a travel request form (further referred to as TRF). An applicable TRF will be sent out by the Events department for every meeting. Please note that only this applicable TRF will be processed, any TRF sent previously, for other meetings, cannot be accepted.

**The Events department contact details are as follows:**

Email: [travel@edctp.org](mailto:travel@edctp.org)

Telephone: 9:00-17:00 The Hague time Monday to Friday +31 (0) 70 3440522

Mobile telephone to be used for emergencies: +31 (0) 653221758

Fax: +31 (0) 70 3440899

No travel is to be booked by the Professional themselves without receiving prior written approval for the cost of the ticket from the Events department.

*Please note that not having been informed in writing not to undertake the trip should not be construed as consent from the EDCTP to make the journey and the costs will not be reimbursed in such cases.*

**EDCTP has introduced a rule that it will not spend more than EUR 5,500 on any return air ticket. Should a ticket cost more than this the Professional will normally be asked not to undertake the journey except where personally authorised in writing by the Executive Director.**

No business travel is allowed for persons of 85 years of age or older.

Before any travel is undertaken by the Professional it is a requirement that they complete and return the relevant TRF. Please note that late reservations often result in EDCTP bearing a higher cost for the flight than they would otherwise have done and changes in travel dates will lead to cancellation charges, therefore travellers are requested to return the completed TRF at their earliest opportunity.

EDCTP Events department will arrange arrival and departure dates for EDCTP business at the earliest date before and after the conclusion of the business. Where the dates of the stay include any additional holiday days at the request of the Professional then these are to be clearly indicated on the TRF by completing the relevant boxes. The Professional will be invoiced for any additional costs incurred due to the different dates and/or routes travelled. No per diems or overnight expenses will be paid for these additional days.

No reimbursement will be made for any travel or accommodation charges in respect of accompanying persons to the Professional, for example family members or other colleagues.

In the event that EDCTP has made travel arrangements for an invited Professional and the Professional revokes their acceptance, the Events department will decide whether a replacement will be nominated to attend in their place after reviewing the costs involved.



## 2. Meeting location

As far as possible all meetings will be held either at the Secretariat in its European location or at the African Office.

## 3. Constituency meetings

### **GA meeting – Member State Representative Travel Cost**

All flight and travel costs for GA members to GA meetings should be covered by the members own institutions, where this is not possible the cost will be covered by EDCTP as a last resort only.

### **ENNP to ENNP meeting**

Regarding ENNP members, member states are requested to cover travel costs to ENNP meetings from their own resources, however EDCTP will pay these where this is not possible, and a written request has been received from the member state involved.

## 4. Daily per diem

A daily per diem based on the Dutch government rates for civil servants travelling abroad is payable in respect of the country visited, please click on the link below (select "Tarieflijst") [http://www.minbzk.nl/overheidspersoneel/arbeidsvoorwaarden\\_0/publicaties/tarieflijst\\_logies\\_f](http://www.minbzk.nl/overheidspersoneel/arbeidsvoorwaarden_0/publicaties/tarieflijst_logies_f)

Per diem claim forms are obtainable from the Events department, these should be completed and returned to the Events department after the travel has been undertaken.

Per diems are claimable from the day of arrival in the country of official business to the day of departure excluding any holidays or rest days taken by the Professional. When the professional commences his/her travel, arriving in the country of business before the meeting day due to flight schedules, extra per diems are payable as indicated on the per diem claim form.

The per diem covers the cost of lunch, dinner and all other incidentals including transport costs within the country of the meeting except where the Professional is required to attend consecutive meetings in the same country which he/she has paid for personally and which are further than 5 km distance from the prior meeting; these costs can then be claimed back at economy air fare or first train ticket whichever is the lowest and on production of the valid ticket (exclusive of VAT if within a Member State).

Where the return journey cannot be made on the same day as the last day of business because of lack of flight availability, then extra days per diem is payable in respect of the waiting days, provided that the flight or train departs after 12 noon the next day. If it departs earlier than this then only EUR50 or the per diem of the country being left, depending upon whichever is the lower is payable. Please note however that the per diems are not payable in respect of extra day's stay after the first available return flight where those days are spent on holiday (this includes weekend stopovers where not required for business purposes).

Per diems are not payable where the meeting is held in the country of residence of the professional unless the venue of the meeting is further than 30 km in Africa and 50 km in Europe, from the home address.

When EDCTP invites a chair person or a key-note speaker to attend any meeting, the Professional will be provided with a per diem, unless otherwise agreed, an honorarium will not be paid.



## 5. Flight bookings

Flights may be booked either by the Professional themselves (with the prior consent of EDCTP) or booked on their behalf by the EDCTP Events department, in which case the ticket will either be forwarded to the traveller's indicated address or collected from the airport.

Where the Professional requires EDCTP to make a flight booking on their behalf they should contact the Events department, optimally 21 days in advance of the day of travel, to guarantee bookings, and only later than this where the visit has been arranged at short notice (please note that EDCTP will not be able to guarantee flight bookings with less than 7 days notice).

Air tickets can sometimes be bought more cheaply outside the Netherlands and therefore this will often be a more economical route for EDCTP. Business class tickets may only be purchased for members of the EDCTP constituencies (PB/DCCC/GA/ENNP), attendees at SRC meetings, invited chair persons, invited key-note speakers and consultants working under contract where the flight duration (excluding transit times) exceeds 6 hours in one direction. In all other cases economy class tickets will be purchased or reimbursed.

Should the traveller wish to fly business class where the above conditions do not exist, then EDCTP will reimburse costs based on the economy rate which it could have obtained from its travel agency. Additionally where EDCTP can book the flight for cheaper than the price the Professional can obtain then only the EDCTP quoted costs will be reimbursed. It is therefore important that the Professional verifies with the Events department over the costs and the dates of arrival and departure, before proceeding with any booking on their own initiative.

**Please take note that the travel department is adopting the following policies in respect of cancelled flight and amendment to flight itineraries:**

### **Unused flight ticket purchased by EDCTP for the Professional**

When the tickets that the EDCTP has booked for the Professional have been issued, but the Professional plans not to make use of them, the Professional must contact the Events department to explain the circumstances **at least 1 day before flight departure**. The Events department will then cancel the flight on their behalf and confirm in writing.

In the case of a paper ticket, the original unused ticket must be sent to the Events department by registered post or delivered in person. When the Events department has received it, it will be logged and confirmation of receipt will be provided in writing. Please note that without the original paper ticket EDCTP is unable to get a refund on the flight, therefore it is imperative that the original unused tickets be sent back to the Events department. **If the Professional does not inform the EDCTP Events department 24 hours before scheduled departure or tickets are not received the Professional will be requested to reimburse EDCTP for the total cost of the flight.**

### **Unused flight ticket purchased by the Professional**

The Professional is responsible for reclaiming the flight cost of any air tickets which have been purchased using their own funds.

### **Changing a travel itinerary**

Once a ticket has been issued it is usually impractical to change the flight itinerary as in most cases a new ticket has to be issued which results in extra cost for EDCTP. Because of this, flights can only be changed, after the ticket has been issued, with the express approval of the EDCTP Executive Director or Director of Finance and Administration. Please contact the Events department, in the first instance.



## 6. Rail and road travel

Where the Professional travels to the meeting by rail the cost of a first class ticket can be claimed where the train journey time exceeds 6 hours in one direction, if less than this then only an economy class ticket can be reimbursed. It is not possible for train tickets to be booked by EDCTP on the Professionals behalf.

Where travelling by car, then reimbursement is made at the rate of EUR0.19 per km with parking and toll charges also claimable.

Should transit by road to travel to a reliable airport of departure and an overnight stay at a hotel be required, then hotel costs will be covered by EDCTP as long as written approval has first been obtained by the Events department and a maximum hotel allowance has been agreed upon prior to the journey.

## 7. Hotel bookings

Usually EDCTP travel will pre-book hotel accommodation in the country where the meeting is to be held for the Professional, however the Professional can choose to book their own accommodation if they so wish up to the maximum allowable for the location concerned (see below).

The nightly room charge will be covered based on a flat rate of the maximum overnight allowance taken from the Dutch Government rates. The payment made by EDCTP shall cover all hotel expenses including taxes and no other incidental claims will be reimbursable. Please also note that the costs of lunch and dinner for each day are covered by the daily per diem.

Where the Professional does not possess a credit card, then EDCTP can book and pay for overnight accommodation (room only) on his or her behalf by arrangement with the Events department. Where this cost exceeds the overnight rate for the country concerned, the excess will be deducted from the per diems payable and any surpluses are not refundable by EDCTP.

### Check-out Times

The Professional is requested to observe the morning check out times of the hotel for the last official business or necessary waiting day. Where the claimant checks out later than this time, they shall have to cover the additional hotel charge from their own account except where the return flight takes off after 17.00, then a day room may be booked and the cost reimbursed on return by filling in the box on the Professional claim form.

## 8. Business travel insurance

The business travel insurance is meant as an additional insurance to your primary health insurance. Therefore all professionals traveling on EDCTP business are required to have a primary health insurance in their home country. In case they do not have any primary health insurance any consequences arising once the Professional has returned to their home country will be for their own account and will be in no way be reimbursed by the business travel insurance policy or by EDCTP. In the event of medical requirements when abroad on business, the claimant will be either treated in the local hospital (if facilities are available) or repatriated to their home country or closest country with available facilities **at the total discretion of the travel insurance company**. (General glossary on terms and conditions can be obtained from the Events department.)

## 9. Visas and vaccinations

Travel visas and vaccinations necessary to attend a meeting will be paid or reimbursed by EDCTP upon presentation of receipts.

## 10. Taxis

A taxi will be reimbursed where public transportation is not available (for example due to industrial action or weather conditions), when it is considered unsafe and/or in case of the following:

If flight arrives between 21:00-06:30, the cost of the taxi from the airport to the hotel may be claimed on top of the normal per diem.

If flight departs between midnight-09:30, a taxi from home or hotel to the airport may be claimed on top of the normal per diem.

In all other cases, taxi fares are covered by the per diem and will not be claimable.

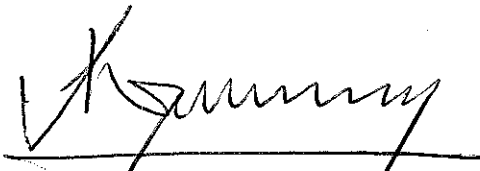
## 11. Method of claiming reimbursement

Where the claimant has booked his or her own flight tickets, then reimbursement can be made either directly to the travel agent, on production of a pro forma invoice, or straight to the claimant's bank account on production of a scanned **original invoice**. A bank details form can be obtained from the Events department. This should be completed and returned in order to effect the payments. It is also possible to be reimbursed in cash if collection can be made personally from the EDCTP office. It is not possible to send cash or cheques through the post or by courier.

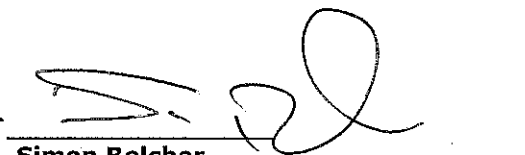
Please note that overseas payments can take up to 5 working days to pass through the banking system.

**Date of amendment: 29<sup>th</sup> of August 2008**

**Signed:**



**Charles Mgone**  
Executive Director



**Simon Belcher**  
Director of Finance and Administration