

## TRAVEL POLICY AND PROCEDURES

### Purpose

For anyone travelling on behalf of CISV International, whether staff or volunteers, this document explains how to arrange travel, what expenses are covered by CISV International and how they are paid.

### Scope

This document relates to all travel undertaken by or on behalf of CISV International (where CISV International is covering the costs).

### Policy

Recognizing that travel is necessary to fulfil our roles within CISV International, we have established these principles and procedures for how travel is to be organized and what expenses CISV International will cover. These principles seek to balance the needs of the organization and of the individual Traveller, whose time and efforts we appreciate.

CISV International reserves the right to appoint one or more agents (a “Travel Agent”) to manage travel on our behalf and require that travel be booked through that agent.

#### a) Travel

CISV International will cover the actual travel cost for:

- Economy class fare transportation from the place where the person is (normally the home address but if otherwise, a discussion should be had with the Authorizing Person) prior to the event and the return journey;
  - The fare must be the least expensive option available, within reason; i.e. CISV International recognizes and respects people’s time and therefore does not expect people to select the cheapest options where that option creates massive inconvenience;
  - For long flights (more than 6 hours), upon request seats with extra leg room may be selected, within reason;
  - The fare must be booked in a timely manner and CISV International may establish a deadline after which any additional costs will be charged to the Traveller;
- Necessary incidental travel costs such as transport to or from an airport;
- Visas;
- Travel inoculations where necessary;
- Mileage in the case of trips undertaken by car, reimbursed at a standard rate as set by CISV International;
- CISV Travel Insurance will be provided by CISV International.

CISV International will not cover:

- the costs of any personal travel choices or side/additional trips that are not required by CISV International;

**b) Accommodation:**

CISV International will cover the actual cost for:

- hotel accommodation during the stay (the hotel should not be rated higher than four stars);
- the cost of an extra night of accommodation, if the person needs to arrive a day early due to timings of flights/trains or in order to rest before a meeting/event, within reason, or if the person needs to stay an extra night due to timings of flights/trains.

Where possible and appropriate, CISV International encourages volunteers to take advantage of offers of home hospitality.

**c) Food**

CISV International will cover the actual cost for:

- reasonable meal expenses incurred during travel.

**Procedures**

CISV International will not fund or reimburse any travel arranged outside of these procedures, unless an exception has been approved in advance by the correct Authorizing Person (see below).

**Authorization of Travel**

All travel must be pre-authorized by the appropriate person/body (the ‘Authorizing Person’):

Traveller	Purpose of Trip	Authorizing Person
Governing Board Trustees	To meetings or other events	Governing Board Chair or Secretary General, by agreement
Committee members	To meetings or other events	Committee Chair or relevant member of Senior Management Team (SMT), by agreement
International Junior Representatives	To meetings or other events	Governing Board JB Liaison
International Junior Branch Team Members	To meetings or other events	
CISV International Representatives	To NGO meetings or events	Governing Board Liaison, Secretary General or Senior Manager Liaison
Secretary General	To meetings or other events	Chair of Governing Board or Chair of Finance Committee

International Office Staff	To meetings or other events	Secretary General or relevant member of SMT
Member Support Coordinators	To Regional Meetings, meetings or other events	Regional Manager, Training and Education Officer or Programme and Operations Manager
Regional Team Members	To Regional Training Forums (RTFs) to deliver training	
	To RTFs to receive training	
	To National Associations (NAs) for specific programme training	
	To NAs for Chapter Development purposes	
Member of an NA or PA	To meetings or events as part of a Strategic Development Plan	
Regional Junior Branch Team Members	To meetings or other events	One of the two IJR's
Regional Risk Manager	To Regional Meetings, meetings or other events	International Safeguarding and Risk Management Lead
Risk Management Trainer	To RTFs to deliver training	

Other trips may be authorized for specific purposes by agreement with the relevant Authorizing Person.

## How to book travel

### Air travel

CISV International has designated KC Travel as Travel Agent to handle all arrangements relating to air travel:

- All trips involving air travel must be booked with KC Travel.
- To provide KC Travel with the basic details of your travel needs you need to complete the online [Travel Request Form](#).
- KC Travel will work with you to select the best possible route in line with CISV International policy and your needs. Where hotel accommodation is necessary due to a flight itinerary, such as during a flight layover, this will also be arranged by KC Travel.
- The cost of your travel and accommodation for CISV International will be billed by KC Travel directly to CISV International.
- If you have additional requests or wish to add a side trip to the journey, KC Travel will bill you directly for the additional cost.
- Should reservation changes be necessary due to CISV's responsibility (e.g. meeting changes, camp cancellations), rebooking fees will be covered by CISV International.
- KC Travel will provide you with one or more suggested itineraries within two weeks of establishing contact with you. KC Travel will advise you of reasonable deadlines for obtaining tickets at the quoted costs. You must respond and book your travel within the deadline. If you do not book in a timely manner and the price of tickets has risen, KC Travel will bill you directly for any additional costs over the original quoted price (subject to force majeure reasons).
- Once booked, KC Travel will provide you with any necessary documentation.

- Itineraries will be reserved and ticketed at the lowest fare. Once ticketed, often such fares do not allow date changes or will require the payment of a change/rebooking fee.
- When submitting an itinerary for approval, KC Travel will always give detailed information about cancellation/change fees and penalties.
- Normally, should reservation-changes occur due to the carrier's responsibility, neither the passenger, nor CISV International will be billed, compatibly with the specific carrier's terms and conditions. KC Travel always grants maximum effort in finding a suitable alternative.
- Should reservation changes be necessary due to CISV's responsibility (e.g. meeting changes, camp cancellations, etc), rebooking fees will be billed to CISV International.
- When reservation changes are requested by the Traveller, KC Travel will advise about necessary rebooking fees and, if accepted, collect them directly from the Traveller (unless instructed otherwise from CISV International.)

### **Train or boat travel**

Train or boat travel must be arranged by the Traveller. To receive reimbursement, the Traveller should complete an [Expenditure Request Form](#) for the travel costs and submit this via email to the Finance Officer and the Authorizing Person (see above). The Authorizing Person will then approve the spend and the Finance Officer will arrange payment to the Traveller via a credit to their NA/PA.

If payment would cause financial hardship for anyone, please talk with the Authorizing Person and they will help to organize other arrangements for payment where possible.

Any requests for repayment must be submitted to CISV International within 3 months of the end of the trip. After this point, travel costs and expenses will be the full responsibility of the Traveller.

### **Car or bus travel**

Trips by car or bus must be arranged entirely by the individual. Mileage in the case of trips undertaken by car is reimbursed at a standard rate as set by CISV International. Reimbursement should follow the same procedure as for train or boat travel listed above.

When using a car to travel, the Traveller must ensure that they have the authorisation to use the vehicle before use. They must also ensure they have the appropriate legal cover (e.g insurance). This applies to personal vehicles and hire cars.

## **Miscellaneous rates for reimbursement**

### **Home hospitality**

In cases where home hospitality is provided, the Traveller may be reimbursed for the purchase of gifts for their hosts up to a costs of £25 (for a stay of 24 hours or less), plus £10 for each additional day.

## **Visas and Other Requirements for Travel**

It is the responsibility of the Traveller to ensure that they have the necessary visa, passport, vaccinations and/or other requirements for their trip.

CISV International may provide support for visa applications, for example by providing a letter of support, where it is deemed appropriate.

For all other costs over and above travel (e.g. food, visas), the individual must pay these expenses directly and then claim them back from CISV international using the [Expenditure Request Form](#).