



## TRAVEL POLICY AND PROCEDURES

### Purpose

For anyone travelling on behalf of CISV International, 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 may appoint one or more agents (the “Travel Agent”) to manage travel on our behalf and require that travel be booked through that agent. See Appendix 1 for the name of the Travel Agent, which may change over time.

#### a) Travel

##### **CISV International covers the actual travel cost for:**

- Economy class fare transportation from the place where the person is (normally the home address) prior to the event and return;
- 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 cost will be charged to the traveller ;
- Necessary incidental travel costs such as transport to the airport;
- Visas;
- Travel inoculations where necessary;
- Mileage in the case of trips undertaken by car is reimbursed at a standard rate as set by CISV International (see appendix 1)
- CISV Travel insurance will be provided by CISV International upon request

**CISV International will not cover:**

- the costs of any personal choices or side/additional trips not required by CISV International;
- personal travel or medical insurance costs (as CISV travel insurance will be provided upon request).

**b) Accommodation:**

CISV International covers the actual cost for:

- hotel accommodation during the stay; the hotel should not be rated higher than four stars;
- If the person needs to arrive a day early due to flights or in order to rest before a meeting/event within reason, CISV International will cover the cost of the extra night of accommodation.

Where possible, CISV International encourages people to take advantage of offers of home hospitality.

**c) Food**

**CISV International covers 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 by the person who responsible for authorizing the travel.

**Authorization of Travel**

All travel must be pre-authorized by the appropriate person/body. The following includes those types of trips made on behalf of CISV International and whose authorization is required.

Traveller	Purpose of Trip	Authorization by
Governing Board Trustees	To meetings or other events	Governing Board Chair or Secretary General by agreement
Committee members	To other meetings or events	Committee Chair or relevant Senior Manager by agreement
International Junior Representatives	To meetings or other events	The other International Junior Representative
International Junior Branch Team Members	To meetings or other events	International Junior Representative
CISV International Representatives	To NGO meetings or events	Governing Board Liaison or Secretary

		General/Senior Manager Liaison
International Office Staff	To meetings or other events	Secretary General or relevant Senior Manager
Regional Coordinators	To Regional Meetings, other meetings or events	Senior Manager
Regional Delivery Team members	To Regional Training Forums to deliver training	Regional Coordinator for Conferences and Events
Regional Delivery Team members	To Regional Training Forums to receive training	Regional Coordinator of the Team member
Regional Delivery Team members	To NAs for specific programme training	Regional Coordinator of the Regional Educational Programmes Team
Regional Delivery Team members	To NAs for Chapter Development purposes	Regional Coordinator of the Regional Chapter Development Team
Regional Junior Branch Team Members	To meetings or other events	International Junior Representative
Member of NAs	To meetings or events as part of a Chapter Development plan	Regional Coordinator of the Regional Chapter Development Team

Other trips may be authorized for specific purposes.

The approver will notify the IO and/or the travel agent directly. IO staff is responsible for communicating authorization to the Travel Agent.

## How to book travel

### **Trips by car or bus**

Must be arranged entirely by the individual. If you are travelling by train or boat, please check first with the Travel Agent. Other train or boat travel must be arranged by the individual.

### **All air travel**

Must be booked through the Travel Agent.

- All trips involving air travel must be booked with the Travel Agent.
- They will be given your name and the basic details of your travel needs by CISV International.
- Once travel has been approved, you will need to complete the Travel Agent's forms (see Appendix 1), the Travel Agent will then contact you to discuss your needs and to select the best possible route in line with CISV International policy.
- If you have additional requests or wish to add a side trip to the journey, the Travel Agent will bill you directly for the additional cost.
- The cost of your travel for CISV International will be billed by Travel Agent directly to CISV International.
- The Travel Agent will provide you with one or more suggested itineraries within two weeks of establishing contact with you. The Travel Agent will advise you of reasonable

deadlines for obtaining tickets at the quoted costs. You must respond and book your travel within the deadline. (Subject to force majeure reasons) if you do not book in a timely manner and the price of tickets has risen, Travel Agent will bill you directly for any additional costs over the original quoted price.

- Once booked, the Travel Agent will provide you with any necessary ticket 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, the Travel Agent 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. The Travel Agent will always seek to find 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, the Travel Agent will advise about necessary rebooking fees and, if accepted, collect them directly from the traveller (unless instructed otherwise by CISV International).

### **Hotels or other accommodation**

Please check first with the Travel Agent. If they book it, they will bill CISV International directly for any necessary costs. You may also make your own arrangements.

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

It is the responsibility of the traveller to ensure that they have the necessary visa, passport, inoculations or other requirements for their trip.

### **Payment and Reimbursement**

As noted above, for any travel booked through the Travel Agent they, will bill CISV international directly. The individual will only have to pay for additional personal extras relating to their trip.

For all other costs (e.g. trains, buses, mileage, transport to the airport, food, visas), the individual must pay these expense directly and then claim them back from CISV international. If payment would cause financial hardship for anyone, please talk with the person approving your travel and they will help to organize payment.

- Any requests for repayment must be submitted in accordance with CISV International procedure, using the [Expenditure Request Form](#) (which includes full instructions)
- Any requests for repayment must be submitted to CISV International within 6 months of the end of the trip

## Appendix 1

### Current Travel Agent and Reimbursement Rates – Valid from 2019

#### Travel Agent

The Travel Agent currently designated by CISV International is <https://www.keytravel.com/uk/>

#### Travel Agent Booking Form

Once travel has been approved, you will need to complete the Key Travel Booking Form:  
<https://www.keytravel.com/uk/travel-enquiry/>

#### Current miscellaneous rates for reimbursement

- Mileage in the case of trips undertaken by car is reimbursed at a standard rate as set by CISV International. The current rate is 28 pence per kilometre.
- In cases where Home hospitality is provided, the traveller may be reimbursed for the purchase gifts for their hosts up to a costs of £25 (for a stay of 24 hours or less) plus £10 for each additional day.