



IUCN Travel Policy and Procedures for Non-Staff

April 2019 – Version 1.1



Code Version Control and History: IUCN Travel Policy and Procedures

Title	IUCN Travel Policy and Procedures Non-Staff
Version	Version 1.1
Source language	English
Published in French under the title	<i>(outstanding)</i>
Published in Spanish under the title	<i>(outstanding)</i>
Responsible Unit	Global Finance and Human Resources Management Group
Developed by	Global Finance and Human Resources Management Group
Subject (Taxonomy)	Duty Travel, Mission, Per Diem, Daily Subsistence Allowance (DSA)
Date approved	5 th April 2019
Approved by	Chief Financial Officer
Applicable to	All non-IUCN-employees whose travel is funded by IUCN Secretariat funds. This policy applies irrespective of the funding source.
Purpose	The aim of the policy is to provide guidance to non-IUCN staff when travelling on behalf of IUCN.
Is part of	IUCN Internal Control Policy Framework
Related Documents	IUCN Travel Policy and Procedures
Distribution	Available on the external IUCN website and Union Portal (intranet), referenced in IUCN's standard template consultancy agreement, and available on request.

Document History

Version 1.0	Drafted July 2018
Version 1.1	Released April 2019

For further information contact:
IUCN Contact Person

Table of Contents

Contents

- I. Purpose and Principles.....4**
 - 1. Purpose 4
 - 2. Definition of terms..... 4
 - 3. Requirement to travel 4
 - 4. Environmental accountability 4
 - 5. Cost effectiveness and fiscal responsibility..... 4
 - 6.

I. Purpose and Principles

1. Purpose

The purpose of the IUCN Travel Policy and

6.1. Security and Safety

Travellers are required to be familiar with relevant security information concerning their travel route and destination, and to take precautionary measures as appropriate. Such information can be found on most countries' Foreign Office websites, for example for the Swiss government, FDFA: <https://www.eda.admin.ch/eda/en/home/representations-and-travel-advice.html>

6.2. Health Warnings

Travellers are responsible for acting upon vaccination and immunisation requirements or recommendations and other health-related advice concerning their route and destination, which can usually also be found on Foreign Offices' websites (for example see 6.1 above). They must take note of the location, symptoms of, and preventative measures against any current epidemic or disease outbreak, including the risk of malaria.

6.3. Emergencies and Insurance

Travellers are responsible for having adequate insurance cover related to health and safety, delays, cancellations and other travel-related risks.

In case of an emergency, Travellers are responsible for contacting their travel insurance company and to make appropriate arrangements to deal with the emergency. IUCN's insurance policies do not cover non-employees.

Travellers who may require medical aid or medical evacuation during travel due to a pre-existing condition are responsible for disclosing such conditions to the IUCN Contact Person prior to departure.

II. Policy

1. Reimbursement Mechanisms

Transport and accommodation costs are reimbursed on the basis of actual costs incurred, whereas the cost of meals and ancillary costs are reimbursed on the basis of a Daily Subsistence Allowance (DSA).

In the event that local legislation treats DSA as taxable income, a Regional Director/Director of Outposted offices may opt to reimburse all expenses on the basis of actual expenditure incurred, as long as this does not exceed the allowed DSA rate. Travellers should contact their IUCN Contact Person for clarification if needed.

2. Transportation

The most appropriate means of transport should be selected, taking into consideration environmental, financial and time-related costs.

Travel by air is permitted only when the travel duration in one direction is over four hours by train or bus/coach, subject to security risks as stated in I.6 above and II.2.1d below.

Travel should normally begin and finish at the Traveller's usual place of residence.

2.1. Air travel

The choice of an air ticket should take into consideration:

- a) The **route** – normally the most direct route should be taken, unless there are significant financial gains from taking an alternative route.

- b) The **cost** – the best possible fare should be secured.
- c) **Flexibility** – where travel dates are likely to change, e.g. as a result of changes to meeting dates, the ticket purchased should have the possibility of being changed without significant extra cost being incurred.

d) **p20(et)-1c 0 Tw**

d)v24-12.-1.11(2(b1c 0 T4)20.1(a)4(3814 e p1c 0 Tw)JTJ 5 -612.21(pur)1(pu.2-d Td1a)-1.1(beo)-1.

4. Daily Subsistence Allowance

The purpose of the Daily Subsistence Allowance (DSA) is to cover the cost of meals and certain ancillary costs.

The DSA is based on the per diem scale used by the UN³. The DSA rates are updated once a year.

The full DSA is given for each full calendar day of travel. For day trips, not requiring an overnight stay, actual costs are reimbursed.

In situations where meals are included with the cost of the hotel, or are provided during flights, or are

2.1. Travel Expense Claims

Expense claims must be submitted within 30 calendar days of the last day of travel for each trip, and in any case within 30 calendar days of the end of the if applicable.

Travel expense claims must be submitted to